

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		22/3/22		Prepared by:		Y. Prasad	
PO/WO no.		86542		PO / WO Date.		19/3/22	
Supplier Name		Sri Baijii Printers		PO/WO amount		5826	
Firm/Company		Sumit Sale UP		Project		Sumit Sale UP	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		070		14/3/22		5826/-	
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	070	14/3/22		☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :-							
Amount C –Other Debits :-							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						5826/-	
Amount E – PO / WO value:						5826	
Amount F – Difference (A – E):							
Quantity received as per PO /WO				☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)			
Is difference between PO / Bill acceptable?				☐ Yes ☐ No (explained below)			
Excess / short material received				☐ Approved – within acceptable limits ☐ No (explained below)			
Close PO / W?O				☐ Yes ☐ No – wait for balance material ☐ No (explained below)			
Advance paid / PDC given (deduct when paying)				☐ Yes – Rs. ____/- ☐ No			
Payment – due date				28/3/22			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Y. Prasad	E. Prasad					
Date	22/3/22						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

SCREEN PRINTING • OFFSET PRINTING,
MULTI COLOUR • PRINTING SIGN BOARDS
SHOP BOARDS • COMPUTER STATIONERY PRINTING
ALL TYPES OF PRINTING WORKS



3-2-289, Beside Anjali Theatre,
Opp. Sai Baba Temple,
Avulamanda, Secunderabad.

Mobile : 98488 61473
99666 61473

sribalajiprinters@rediffmail.com
sribalajiprinters1985@gmail.com

TAX INVOICE

To,
Summit Sales LLP
5-4-187/3&4, II Floor, MG. Road,
Secunderabad - 500 003.
Customer GSTIN : **36ACQCF52044C1Z7**

Bill No. : 070
Dated : 14-03-2022
DC No. :
DC Date :
PO No. :

S.No.	Description	HSN CODE	SGST %	CGST %	QTY	Rate	Amount
1	Redium strickers Small	49111010	6	6	450No	9/-	4050.00
1	Redium strickers Big	49111010	6	6	96No	12/-	1152.00
Bank Details : Name : Kotak Mahendra Bank A/c No. : 7945120749 Branch : General Bazzar, Secunderabad IFSC : KKBK0007450						TOTAL	5202.00
						SGST TOTAL	312.12
						CGST TOTAL	312.12
						NET	5826.24

Terms & Conditions:

- Interest at the rate 36% per annum will be charged on after the due date
- Material once printed cannot be changed or replaced
- Subject to Secunderabad Jurisdiction

For **SRI BALAJI PRINTERS**


Authorised Signatory

GSTIN : 36AXNPP1921H2ZA

Purchase Order

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19-03-2022 11:17:54



86542

16.03.22 2:13:32

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Sri Balaji Printers
3-2-289, Beside Anjali Theatre, Opp. Sai Baba Temple, Avulamanda,
Secunderabad.

GSTIN -

9848861473/9603650074

Doc No	86542	166989
Doc Date	19-03-2022	
Quote No	Nil	
Quote Date	19-03-2022	
SupplyType	Supply	

Kind Attn : Mr.P.Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 7666 - Stationery - other - Plastic stickers - NA - nos <i>Radium Stickers small</i>	450.00	9.00	0.00	12.00	4,536.00
2 7666 - Stationery - other - Plastic stickers - NA - nos <i>Radium Stickers Big</i>	96.00	12.00	0.00	12.00	1,290.24
Total Order Value . . .					5,826.24

Rupees : Five Thousand Eight Hundred Twenty Six and Paise Twenty Four Only.

Terms and Conditions :-**Specification / Brand** Radium Stickers Small, Big**Payment Terms****Tax** Inclusive of all taxes**Delivery Date** 14-03-2022**Delivery Location** Head Office

5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

Penalty For Delay Nil**Transportation Cost** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.**Completion Date** 19-03-2022**Measurment** Nil**Security** Nil**Remarks** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Printers**

Name : _____

Name : _____

Date : ____/____/____