PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 22/3/22 | Prepared by: | Chinnari |
| PO/WO no. | 86587 | PO / WO Date. | 21/3/22 |
| Supplier Name | PRIYANKA PRINTERS | PO/WO amount | 4700/- |
| Firm/Company | Summit Sale LLP | Project | Summit Sale LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 506 | 4/1/22 | 4700/- |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 506 | 4/1/22 | | □ 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: | 4700/- |
| Amount E – PO / WO value: | 4700/- |
| 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: | Chinnari | | | | | | |
| Date | 22/3/22 | | | | | | |

APPROVED BY

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/-

Cell : 98495 38805
93987 02763

# PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
★ OFFICE FILES ★ STICKERS ETC.,

# 9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.
Email : priyankaprinters4@gmail.com

No. 506 Date : 4/1/2022

M/s Summit Sales LLP Common Expenses
M.G. Road, Secunderabad.

Party GSTIN. 36ACQFS2044C1Z7

| Sl No. | PARTICULARS | HSN Code | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1) | General Material Inward Registers | | 20 | 235=00 | 4700=00 |

INWARD
Inward No: 678 Dt: 06/01/22
MRN No: Dt:
Received By: Samar oit-f Sign:

E. & O.E.

Rupees Four thousand Seven hundred only

Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319

| | |
|---|---|
| CGST | — |
| SGST | — |
| TOTAL | 4700=00 |

GSTIN: 36AROPK5593K1Z0
Composite Scheme
Goods once sold Cannot be taken back

For PRIYANKA PRINTERS

K. Venu

Subject to Secunderabad jurisdiction

# Purchase Order



21-03-2022 11:43:10

86587
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** | | | |
|---|---|---|---|
| Priyanka Printers<br>1-4-5/37/A, Bholakpur, Hyderabad | **Doc No** | 86587 | 166992 |
| | **Doc Date** | 21-03-2022 | |
| | **Quote No** | | |
| **GSTIN** - | **Quote Date** | 21-03-2022 | |
| 9849558805 | **SupplyType** | Supply | |

**Kind Attn : Mr. Venu**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | IGST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7671 - Stationery - other - Books - NA - nos<br>*General Material Inward Register* | 20.00 | 235.00 | 0.00 | 0.00 | 4,700.00 |
| | **Total Order Value . . .** | | | | | **4,700.00** |
| | Rupees : Four Thousand Seven Hundred Only. | | | | | |

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | General Material Inward Register |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | 21-03-2022 |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality 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** | 27-03-2022 |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Nil |

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Priyanka Printers***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact