PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/4/22	Prepared by:	[illegible]
PO/WO no.	87071	PO / WO Date.	5/4/22
Supplier Name	PRIYANKA PRINTERS	PO/WO amount	6,800/-
Firm/Company	SUMMIT Sale UP	Project	SUMMIT Sale UP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	528	7/4/22	6,800/- (Canvas, ctplate)
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	528	7/4/22	105971	☐ 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:				6800/-
Amount E – PO / WO value:				6800/-
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	18/4/22
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[illegible]	[illegible]					
Date	11/4/22						

APPROVED BY
11 APR 2022
PRASAD
MANAGER-PROMOTIONS

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/-

Purchase Order

07-04-2022 11:04:18

87071
04.04.22 1:33:41

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

r Details			
ka Printers	Doc No	87071	167026
/37/A, Bholakpur, Hyderabad	Doc Date	05-04-2022	
	Quote No		
STIN -	Quote Date	05-04-2022	
9849558805	SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7576 - Stationery - other - Register - other - nos *Memo Pads*	50.00	60.00	0.00	0.00	3,000.00
2	7576 - Stationery - other - Register - other - nos *White Envelopes*	500.00	3.10	0.00	0.00	1,550.00
3	7576 - Stationery - other - Register - other - nos *Brown Envelopes*	500.00	4.50	0.00	0.00	2,250.00
	Total Order Value . . .					**6,800.00**

Rupees : Six Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	Memo Pads, White Envelopes, Brown Envelopes
Payment Terms	.
Tax	Inclusive of all taxes
Delivery Date	24-03-2022
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 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	08-04-2022
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Priyanka Printers***

Name : ____________________

Date : __/__/____

TAX INVOICE CASH / CREDIT

Cell : 98495 58805
93987 02763

PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
TATIONS ★ 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

528

Date : 7/4/2022

Summit sales Up common expenses
M. G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Memo pads		50	60=00	3,000=00
2.	White Envelopes		500	3.10=00	1,550=00
3.	Brown Envelopes		500	4.50=00	2,250=00

INWARD
Inward No: 21 Dt: 7/4/22
MRN No: Dt:
Received By: Janesh Sign:
MODI PROPERTIES

E. & O.E.

Rupees Six Thousand Eight hundred only.

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

CGST	—
SGST	—
TOTAL	6,800=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K. Venu