PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/04/2022	Prepared by	PRASAD. E	Serial no.	
Supplier name	Priyanka Pandey			HO inward no.	
Firm/Company	Summit Sales LLP	Project	All Projects.	HO received date	
PO/WO date	09/04/2022	PO/WO No.	87201	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	535	11/04/2022	17,300/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	106082	Proof of delivery matches MRN	☑ Yes ☐ No
Amount B –Other Credits : Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			17,300/-
Amount E – PO / WO value:			17,300/-
Amount F – Difference (A – E):			-

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	25/04/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	G. Mukesh	PRASAD. E			
Sign:	[signature]	[signature]			
Date	14/4/22	14/04/2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
E. PRASAD
MANAGER-PROMOTIONS

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

...1 09-04-2022 11:01:00

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

87201
04.04.22 1:33:42

Supplier Details			
Priyanka Printers	**Doc No**	87201	167036
1-4-5/37/A, Bholakpur, Hyderabad	**Doc Date**	09-04-2022	
	Quote No		
GSTIN -	**Quote Date**	09-04-2022	
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 *General Material Inward Register*	20.00	265.00	0.00	0.00	5,300.00
2	7576 - Stationery - other - Register - other - nos *Material Issue Book*	100.00	60.00	0.00	0.00	6,000.00
3	7576 - Stationery - other - Register - other - nos *Material Shifting Book*	100.00	60.00	0.00	0.00	6,000.00
					Total Order Value . . .	**17,300.00**

Rupees : Seventeen Thousand Three Hundred Only.

Terms and Conditions :-

Specification / Brand	General Material Inward Register, Material Issue Book, Material Shifting Book
Payment Terms	.
Tax	Inclusive of all taxes
Delivery Date	30-03-2022
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	13-04-2022
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
★ 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. 535

Date : 11/4/22

M/s Summit Sales L.L.P Comman Expenses
M. G. Road, Secunderabad

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1	General material Inward Register		20	265.00	5300=00
2	material issue Books		100	60.00	6000=00
3	material Shifting Books		100	60.00	6000=00

INWARD
Inward No: 38 Dt: 11/4/22
MRN No: Dt:
Received By: Samar Sign:
MODI PROPERTIES

E. & O.E.

Rupees seventeen thousand three hundred only/-

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

CGST	—
SGST	—
TOTAL	17300=00

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

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS
K. Venu