

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		14/4/22		Prepared by		C. M. K. S.		Serial no.			
Supplier name		PRITAN/KA PRINTERS						HO inward no.			
Firm/Company		Sumit Group		Project		Sumit Group		HO received date			
PO/WO date				PO/WO No.				Scan ID.			
Sl no.		Bill no.		Bill date		Bill amount		Original attached			
1.		536		11/4/22		320		☒ 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.:						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:										320 /	
Amount E – PO / WO value:											
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				25/4/22							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		C. M. K. S.		R. S. S.							
Sign:											
Date		14/4/22									
Approval limit		Upto 20k		Above 20k		Above 100k		Upto 20k		Above 20k	

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.

TAX INVOICE CASH / CREDIT

Cell : 98495 58805

93987 02763

PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
 ★ 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. **536**Date : **11/4/22**M/s **Summit Sales L.P.****M.G. Road, Secunderabad**

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
①	B. Lokesh Kumar. Safety officer - V.C		200	1.60	320 = 00
E. & O.E.					

Rupees **three hundred**
twenty Rupees only

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

CGST —
SGST —
TOTAL **320 = 00**

GSTIN: 36AROPK5593K1Z0

Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS****K. Ven**

credit.

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