PURCHASE DIVISION
Advice for approval for credit to supplier

(COMMUNICATIONS)

Date:	14/6/22	Prepared by	[illegible]	Serial no.	
Supplier name	PRITANICA PRINTERS			HO inward no.	
Firm/Company	SUMMIT SOLE LLP	Project	SUMMIT SOLE LLP	HO received date	
PO/WO date	3/6/22	PO/WO No.	88884	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	556	4/6/22	19,300/–	☐ 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.:	108492	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:	19,300/–
Amount E – PO / WO value:	19,300/–
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	20/6/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[illegible]				
Sign:	[signature]	[signature]			
Date	14/6/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY 14 JUN 2022 [illegible]

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
★ 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. 556

Date : 4/06/2022

M/s Summit sales llp common expenses
M.G. Road, Secunderabad.

Party GSTIN.

INWARD
Inward No: 180
Dt: 6/6/22
MRN No:
Received By: Samarpu
Sign:
MODI PROPERTIES

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Memo books		100	60=00	6,000=00
2.	Leave Application		50	57=00	2,850=00
3.	O T Books		50	57=00	2,850=00
4.	Envelopes (white)		1000	3.10	3,100=00
5.	Envelops (Brown)		1000	4.50	4,500=00

E. & O.E.

Rupees Ninteen Thousand three hundred only.

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

CGST	–
SGST	–
TOTAL	19,300=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

For PRIYANKA PRINTERS

K. Ven

Subject to Secunderabad jurisdiction

Security Nil
Remarks Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Priyanka Pri...*

Purchase Order

 03-06-2022 14:59:26

88884
20.05.22 3:37:23

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
1-4-5/37/A, Bholakpur, Hyderabad

GSTIN -

9849558805

Doc No	88884	166931
Doc Date	03-06-2022	
Quote No	Nil	
Quote Date	03-06-2022	
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 books*	100.00	60.00	0.00	0.00	6,000.00
2	7576 - Stationery - other - Register - other - nos *Leave applications*	50.00	57.00	0.00	0.00	2,850.00
3	7576 - Stationery - other - Register - other - nos *OT Books*	50.00	57.00	0.00	0.00	2,850.00
4	7576 - Stationery - other - Register - other - nos *Envelopes (White)*	1,000.00	3.10	0.00	0.00	3,100.00
5	7576 - Stationery - other - Register - other - nos *Envelopes (Brown)*	1,000.00	4.50	0.00	0.00	4,500.00
					Total Order Value . . .	**19,300.00**

Rupees : Ninteen Thousand Three Hundred Only.

Terms and Conditions :-

Specification / Brand	Memo books, Leave applications, OT Books, Envelopes (White), Envelopes (Brown)
Payment Terms	.
Tax	Inclusive of all taxes
Delivery Date	27-05-2022
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	27-05-2022
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Priyanka Printers***