PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/7/22	Prepared by	Salman	Serial no.	
Supplier name	Icomind Creations.			HO inward no.	
Firm/Company	Summit Sales	Project	SCMP	HO received date	
PO/WO date	29/6/22	PO/WO No.	89873	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	15	11/7/22	14,160/-	☑ 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.:	109563	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:			14,160/-
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	18/7/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:		[signature] APPROVED BY 14 JUL 2022 E. PRASAD MANAGER-PROMOTIONS			
Date	14/7/21				
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.

Leomind Creatives
#2-2-647/227/3, Street No II, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India.
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

GSTIN: 36DDCPG9552D1ZM
PAN: DDCPG9552D

TAX INVOICE

To,
Summit Sales LLP
5-4-187/3&4,II nd floor, MG Road,
Secunderabad-500003.

GSTIN No. : 36DDCPG9552D1ZM

INVOICE No. :	LMC-2022-23/015
DATE :	11-07-2022
P. O./ Order No. :	89873-167168
DATE :	09-07-2022

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE (INR)	TOTAL (INR)
5.	Towards the Printing & Supply of Modi Properties - Gift Wrap Single side Multicolour Printing on 130GSM Art paper Size: 24" x 35"	998912	*500*	24.00	12,000.00

E.&O.E

TOTAL AMOUNT	12,000.00
CGST @ 9%	1,080.00
SGST @ 9%	1,080.00
IGST @ -	-
GRAND TOTAL (INR)	14,160.00

Grand Total (INR in words)

Fourteen Thousand One Hundred Sixty Only.

I hear by certify that this invoice shows the actual price of Creatives / Printing / Digital / Electronic / In & Outdoor media advertising promotional described, that no other invoice has been issued, and that all particulars are true and correct.

Payment Options :
Payment should be made by DD / Cheque in favour of "LEOMIND CREATIVES" or Online Transfer.

- Account No. : 24200200000965
  Bank Name & Branch : BANK OF BARODA, Tilak Nagar Branch, Hyderabad.
  IFSC Code : BARB0TILHYD (Fifth character is zero)

Terms & Conditions:
1. Complaints / Clarifications will not be entertained after 7 days of delivery.
2. Intrerest @ 24% p.a. is charged on unrealised payments.
3. All disputes subject to Hyderabad Jurisdiction only.

LEOMIND CREATIVES HYDERABAD UAM No TS02D0050488

For Leomind Creatives

Authorised Signatory

THANK YOU FOR YOUR BUSINESS!

Purchase Order

 09-07-2022 10:59:08

Orig

89873
29.06.22 2:19:00

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

Supplier Details			
LEOMIND CREATIVES	**Doc No**	89873	167168
#2-2-647/227/3, 1st floor, Street No.11, C.E. colony, Lane behind Divyanjali High School, Bagh Amberpet, Hyderabad - 500 013, T.S. INDIA	**Doc Date**	09-07-2022	
	Quote No		
GSTIN 36DDCPG9552D1ZM	**Quote Date**	09-07-2022	
90590 50993	**SupplyType**	Supply	

Kind Attn : SARATHI

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7609 - Stationery - printing - Brochure - other - nos *Gift wrap*	500.00	24.00	0.00	18.00	14,160.00
					Total Order Value . . .	**14,160.00**

Rupees : Fourteen Thousand One Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	Gift wrap
Payment Terms	After delivery
Tax	GST included in above price.
Delivery Date	15-07-2022
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	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs.
Completion Date	15-07-2022
Measurment	24cm X 48cm
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Authorised Signatory

Name : ____________________

Contact -

Accepted the above Terms And Conditions

For ***LEOMIND CREATIVES***

Name : ____________________

Date : __/__/____