**PURCHASE DIVISION**

Advice for approval for credit to supplier

(Common eddierse)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 10/10/22 | Prepared by | Tiwari | Serial no. | |
| Supplier name | Priyanka Rathore | | | HO inward no. | |
| Firm/Company | Summit Sole LLP | Project | Summit Sole LLP | HO received date | |
| PO/WO date | 23/9/22 | PO/WO No. | 92221 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 584 | 20/9/22 | 10,410 | ☐ 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.: | ~~H721~~ 112712 | 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: | 10,410/— |
| Amount E – PO / WO value: | 10,410 |
| 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 | 17/10/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Tiwari | | | | |
| Sign: | | | | | |
| Date | 10/10/22 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED BY 17 OCT 2022

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. 584

Date : 20/9/22

M/s Summit Sales LLP Common expenses
M.G. Road, Secunderabad

Party GSTIN.

| Sl No. | PARTICULARS | HSN Code | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | Md. Riyazuddin Visiting Cards | | 200 | 1.65 | 330=00 |
| 2 | Mahender Nakha V.C | | 200 | 1.65 | 330=00 |
| 3 | Sudarsana Varma V.C | | 200 | 1.65 | 330=00 |
| 4 | Mohd Anwar Baig V.C | | 200 | 1.65 | 330=00 |
| 5 | V. Ramesh Reddy V.C | | 200 | 1.65 | 330=00 |
| 6 | Abdul Rahman V.C | | 200 | 1.65 | 330=00 |
| 7 | Akhil murthy V.C | | 200 | 1.65 | 330=00 |
| 8 | Brown Covers | | 1000 | 4.75 | 4750=00 |
| 9 | white Covers | | 1000 | 3.35 | 3350=00 |

INWARD
Inward No: 524 Dt: 20/9/22
MRN No: Dt:
Sarees ?
PROPERTIES

E. & O.E.

Rupees Ten thousand and four hundred ten Rupees only.

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

| | |
|---|---|
| CGST | – |
| SGST | – |
| TOTAL | 10,410=00 |

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

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS
K. Venu

For Summit Sales LLP
Authorised Signatory

Name : ______
Contact --

Accepted the above Terms And Conditions
For Priyanka Printers

Name : ______

Date : __/__/____

# Purchase Order

 23-09-2022 10:17:40 Origi

92221
16.09.22 3:01:07

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<br>1-4-5/37/A, Bholakpur, Hyderabad | **Doc No** | 92221 | 167258 |
| | **Doc Date** | 23-09-2022 | |
| | **Quote No** | Nil | |
| **GSTIN -** | **Quote Date** | 23-09-2022 | |
| 9849558805 | **SupplyType** | Supply | |

**Kind Attn : Mr. Venu**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | IGST | Amount |
|---|---|---|---|---|---|---|
| 1 | 737500 - PROM-Promotions - Visiting Cards-Good quality- - Set of 200nos - Box<br>*Visiting Cards* | 1,400.00 | 1.65 | 0.00 | 0.00 | 2,310.00 |
| 2 | 181600 - PROM-Promotions - MPPL Brown Envelops-MPPL Logo- - A4 - Nos<br>*Brown envelopes* | 1,000.00 | 4.75 | 0.00 | 0.00 | 4,750.00 |
| 3 | 952400 - PROM-Promotions - MPPL White Envelops-MPPL Logo- - Small - Nos<br>*White envelopes* | 1,000.00 | 3.35 | 0.00 | 0.00 | 3,350.00 |
| | | | | | **Total Order Value . . .** | **10,410.00** |

Rupees : Ten Thousand Four Hundred Ten Only.

## Terms and Conditions :-

| | |
|---|---|
| Specification / Brand | Visiting Cards, Brown envelopes, White envelopes |
| Payment Terms | . |
| Tax | Inclusive of all taxes |
| Delivery Date | 20-09-2022 |
| Delivery Location | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| 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 | 20-09-2022 |
| Measurment | Nil |
| Security | Nil |
| Remarks | Nil |

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions
For *Priyanka Printers*

Name : ____________

Date : __/__/____