PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/11/22	Prepared by	Umesh	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Summit Sere Cef	Project	Summit Sere Cef	HO received date	
PO/WO date	1/11/22	PO/WO No.	93492	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	587	26/9/22	2800/-	☐ 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.:	113906	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:	2800/-
Amount E – PO / WO value:	2800/-
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	21/11/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Umesh				
Sign:					
Date	17/11/22				
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
★ 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. 587

Date : 26/9/2022

M/s Summitt Sales LLP Common Expenses
M.G. Road, Secunderabad

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1	Document Inward Registers		10	280-00	2,800-00

INWARD
Inward No: 542 Dt: 26/9/22
MRN No: Dt:
Received By: Sarvan Sign:
MODI PROPERTIES

E. & O.E.

Rupees Two Thousand Eight Hundred Rupees Only.

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

CGST	—
SGST	—
TOTAL	2,800-00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K Venu

For Summit Sales LLP

Accepted the above Terms And Condi...

Purchase Order

 01-11-2022 15:54:00

93492
18.10.22 2:23:38

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	Doc No	93492	167325
	Doc Date	01-11-2022	
GSTIN -	Quote No		
9849558805	Quote Date	01-11-2022	
	SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	947500 - PROM-Promotions - Pre Printed Site Register-- - 200pages - Nos *Document Inward Register*	10.00	280.00	0.00	0.00	2,800.00
					Total Order Value . . .	**2,800.00**

Rupees : Two Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	Document Inward Register
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	26-09-2022
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. Above order for staff identification purpose.
Completion Date	26-09-2022
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions