

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14/12/22		Prepared by: P. N. K. A. L.		Serial no.	
Supplier name: PRIYATIKA PRINTERS		Project: SUMMIT Seal Up		HO issued no.	
PO/WO date: 11/12/22		PO/WO No: 94569		HO received date	
Bill no. 599		Bill date: 19/11/22		Bill amount: 2880/-	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1				☐ Yes ☐ No	
2				☐ Yes ☐ No	
3				☐ Yes ☐ No	
4				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Transit Charges):					
Proof of delivery by way of: ☐ DCC bill ☐ Steel report ☐ RMC post-report ☐ Solid block report ☐ Installation report					
MRN no.:	115003		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:					
Amount E - PO/ WO value				2880/-	
Amount F - Difference (A - E):				2880/-	
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		19/12/22			
Remarks:					
Approved by		Purchase Officer	Purchase Manager	M D	Accountant
Name:		P. N. K. A. L.			
Sign:					
Date		14/12/22			
Approval limit		Upto 20k	Above 20k	Above 100k	Upto 20k

Notes: 1. In case amount to be credited to supplier and the bill 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 weightment slips, RMC batch reports, duplicate documents, Every bill, test reports, etc. 4. In Amount A, exclude transport, Transit 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. 599

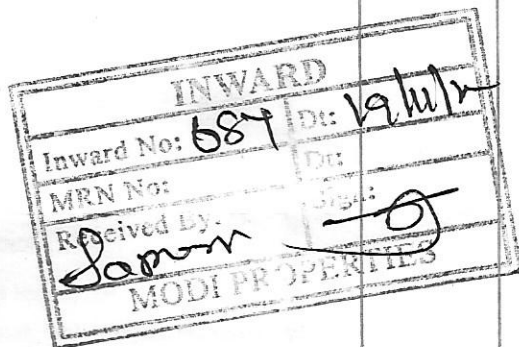
Date : 19/11/2022

M/s Summit Sales LLP.

H.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	DC Books		10	255.00	2550.00
2.	P. prabhakar (Vc)		200	1.65	330.00
E. & O.E.					



Rupees.....Two Thousand.....
 Eight hundred and.....
 Eighty.....

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

CGST —
 SGST —
 TOTAL 2,880/-

GSTIN: 36AROPK5593K1Z0
 Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K. Venk

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 0.00
 0.00
 0.00

Purchase Order

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

94569
29.11.22 5:41:43

Supplier Details

Priyanka Printers
1-4-5/37/A, Bholākpur, Hyderabad

GSTIN -

9849558805

Doc No	94569	170446
Doc Date	01-12-2022	
Quote No		
Quote Date	01-12-2022	
SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 108300 - STAT-Stationary - Delivery Challan Booklet-- - - - Nos Delivery Challan Booklet	10.00	255.00	0.00	0.00	2,550.00
2 737500 - PROM-Promotions - Visiting Cards-Good quality- - Set of 200nos - Box Visiting cards	200.00	1.65	0.00	0.00	330.00
Total Order Value . . .					2,880.00

Rupees : Two Thousand Eight Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	Delivery Challan Booklet, Visiting Cards
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	19-11-2022
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty 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	19-11-2022
Measurment	Nil
Security	Nil
Remarks	