PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	Yamini	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Summit Group	Project	SSLP	HO received date	
PO/WO date	20/12/22	PO/WO No.	95211	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	606	19/12/22	13875/-	□ 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 □ DC/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN no.:	115441	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:			13875/-
Amount F – Difference (A – E):			13875/-
Quality matched as per PO/WO	□ Yes □ Excess received □ Short received □ Part received		
Close PO / WO	□ Yes □ No – wait for balance material □ Other		
Payment – due date			
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Yamini				
Sign:	(signature)				
Date	26/12/22	APPROVED BY 26 DEC 2022 E. PRASAD MANAGER-PROMOTIONS			
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, Xerox 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. 606

Date : 19/12/2022

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	O.T Vouchers pads		25	63=00	1575=00
2.	Brown Covers		1000	4.75	4,750=00
3.	white Covers		1000	3.35	3350=00
4.	Visitor Registers		15	280=00	4200=00

INWARD
Inward No: 774 Dt: 19/12/22
MRN No: Dt:
Received By: Jameem Sign:
MODI PROPERTIES

E. & O.E.

Rupees Thirteen Thousand Eight hundred and Seventy five

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

CGST	–
SGST	–
TOTAL	13875=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

For PRIYANKA PRINTERS

K.Venu

Subject to Secunderabad jurisdiction

Remarks Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions

Purchase Order

 20-12-2022 13:47:23

95211
13.12.22 4:23:05

Copy

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**	95211	167374
	Doc Date	20-12-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	20-12-2022	
9849558805	**SupplyType**	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	439000 - PROM-Promotions - Remarks Pad-- - 100 leaves - 20nos - Nos *OT vouchers*	25.00	63.00	0.00	0.00	1,575.00
2	181600 - PROM-Promotions - MPPL Brown Envelops-MPPL Logo- - A4 - Nos *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 *White envelopes*	1,000.00	3.35	0.00	0.00	3,350.00
4	947500 - PROM-Promotions - Pre Printed Site Register-- - 200pages - Nos *Visitors registers*	15.00	280.00	0.00	0.00	4,200.00
					Total Order Value . . .	**13,875.00**

Rupees : Thirteen Thousand Eight Hundred Seventy Five Only.

Terms and Conditions :-

Specification / Brand	OT vouchers, Brown envelopes, White envelopes, Visitors registers
Payment Terms	.
Tax	Inclusive of all taxes
Delivery Date	19-12-2022
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad 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	19-12-2022
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Priyanka Printers*