PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/1/23	Prepared by	Salman	Serial no.	
Supplier name	Talk of the town AIV			HO inward no.	
Firm/Company	Samrt Sarj	Project	SSLLP	HO received date	
PO/WO date	12/1/23	PO/WO No.	96039	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	73	12/1/23	401	☑ 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.: 116208	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:	401/-
Amount E – PO / WO value:	401/-
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	16/1/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	12/1/23	[signature]			
Date					
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.

Talk Of The Town Advertising

It's all about your brand visibility!

7-84/147 , MARUTHI NAGAR,
1, DAMMAIGUDA
Hyderabad Telangana 500083
India
GSTIN 36AEGPN0131B1Z7

ORIGINAL

TAX INVOICE

Invoice#	: INV-000073
Invoice Date	: 12.01.2023
Terms	: Due on Receipt
Due Date	: 12.01.2023
P.O.#	: 96039 - 167432

Place Of Supply	: Telangana (36)
PLACE	: A3 size foam Board

Bill To

SUMMIT SALES
5-4-187/3&4,II nd floor,MG Road, Secunderabad
Hyderabad
500003 Telangana
India
GSTIN 36ACQFS2044C1Z7

Ship To

SUMMIT SALES
5-4-187/3&4,II nd floor,MG Road, Secunderabad
Hyderabad
500003 Telangana
India

S.No	Item & Description	HSN /SAC	Qty	Rate	Taxable Amount	CGST		SGST		Total
						%	Amt	%	Amt	
1	ECO SOLVENT VINYL + MATLAM + 5MM FPAM BOARD	895000	1.00	340.00	340.00	9%	30.60	9%	30.60	401.20
				Sub Total	₹340.00		30.60		30.60	₹401.20

Total In Words
Indian Rupee Four Hundred One and Twenty Paise Only

1. Goods once sold cannot be taken back or exchanged.
2. Our Responsibility ceases once the goods delivered at carrier
3. Interest will be charged at 24% P.A if not paid with in due date
4. Payment must be paid by A/C payee / NEFT / RTGS

Authorized Signature

BANK : BANK OF BARODA
A/C NO : 80960200000141
IFSC : BARB0VJDAMM
BRANCH : DAMMAIGUDA

147, Rd No. 4, Maruthi Nagar, Dammaiguda, Hyderabad - 83.

Purchase Order

 11-01-2023 11 33.08

96039
10.01.23 4:03:08

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

Supplier Details			
Talk Of The Town Advertising	**Doc No**	96039	167432
7-84/147, MARUTHI NAGAR, 1, DAMMAIGUDA, Medchal - Malkajgiri, Telangana, 500083	**Doc Date**	11-01-2023	
	Quote No	Nil	
GSTIN 36AEGPN0131B1Z7	**Quote Date**	11-01-2023	
	SupplyType	Supply	

Kind Attn : VINOD KUMAR NAGALLA

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	895000 - PROM-Promotions - Foam Board-- - A3-5mm - Nos *A3 size foam Board*	1.00	340.00	0.00	18.00	401.20
					Total Order Value . . .	**401.20**

Rupees : Four Hundred One and Paise Twenty Only.

<u>Terms and Conditions :-</u>

Specification / Brand	A3 size foam Board
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	11-01-2023
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	11-01-2023
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Talk Of The Town Advertising***

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Purchase Order

11-01-2023 11:33:08

96039
10.01.23 4:03:08

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
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Authorised Signatory

Accepted the above Terms And Conditions

For ***Talk Of The Town Advertising***

Name ____________

Name ____________

Date __/__/____

Contact - -