PURCHASE DIVISION

Advice for approval for credit to supplier

(Common expense)

Date:	6/2/23	Prepared by	[illegible]	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Summit Con	Project	EWP	HO received date	
PO/WO date	25/1/23	PO/WO No.	96462	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	615	12/1/23	4430	☐ 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.:	117020	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:	4430/-
Amount E – PO / WO value:	4430/-
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	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[illegible]				
Sign:					
Date	6/2/23				
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

PRIYANKA PRINTERS

Cell : 98495 58805
93987 02763

★ 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. 615

Date : 13/11/2023

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1	Minutes Registers		5	350-00	1750-00
2	Memo Pads		40	68-00	2720-00

INWARD
Inward No: 847 Dt: 16/11/23
MRN No: Dt:
Received By: Sarvan Sign:
MODI PROPERTIES

E. & O.E.

Rupees four Thousand four Hundred And Seventy Rupees Only

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

CGST	–
SGST	–
TOTAL	4470-00

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

Accepted the above Terms And Conditions
For Priyanka Printers

Name : ______ Name : ______ Date : __/__/__

Contact - -

Purchase Order

 25-01-2023 12:54:16

96462
10.01.23 4:03:12

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

GSTIN -

9849558805

Doc No	96462	167461
Doc Date	25-01-2023	
Quote No		
Quote Date	25-01-2023	
SuppiyType	Suppiy	

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 *Minutes Register*	5.00	350.00	0.00	0.00	1,750.00
2	439000 - PROM-Promotions - Remarks Pad-- - 100 leaves - 20nos - Nos *Memo Pads*	40.00	68.00	0.00	0.00	2,720.00
				Total Order Value . . .		**4,470.00**

Rupees : Four Thousand Four Hundred Seventy Only.

Terms and Conditions :-

Specification / Brand	Minutes Register, Memo Pads
Payment Terms	Against Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	13-01-2023
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone: 9818244433, 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. Above order for staff identification purpose.
Completion Date	13-01-2023
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Priyanka Printers*

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -