

PURCHASE DIVISION
Advice for approval for credit to supplier

(CAPITAL EXPENSE)

Date:	13/2/23	Prepared by	Y. Kumar	Serial no.	
Supplier name	PRANAVIKA PRINTER			HO inward no.	
Firm/Company	Sumit Sanyal	Project	Sumit Sanyal	HO received date	
PO/WO date	9/2/23	PO/WO No.	97006	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	612	31/12/23	7000/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> 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.:	117350	Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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:

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	MD	Accountant	Accounts Manager
Name:	Y. Kumar		D		
Sign:					
Date	13/2/23				
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

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- ★ 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. **612** Date 31/12/2022

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

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Building material inward Register		25	280.00	7000.00

INWARD

Inward No: 803	Dt: 31/12/22
MRN No:	Dt:
Received By: Jamar Jith	Sign:
MODI PROPERTIES	

E. & O.E.

Rupees <u>Seven Thousand</u> <u>only.</u>	Bank Details	CGST	-
	Bank : Punjab & Sind Bank A/c : 03191100022739	SGST	-
	Branch : Secunderabad Park Lane IFSC Code : PSIB0000319	TOTAL	7000.00

GSTIN: 36AROPK5593K1Z0
 Composite Scheme

Goods once sold Cannot be taken back

For **PRIYANKA PRINTERS**

Subject to Secunderabad jurisdiction

Purchase Order

08.02.23 3:15:05

Original / Office Copy / Purchase Inv. 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

GSTIN -

9849558805

Doc No	97006	167494
Doc Date	09-02-2023	
Quote No		
Quote Date	09-02-2023	
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 Building Material Inward Register	25.00	280.00	0.00	0.00	7,000.00
Total Order Value . . .					7,000.00

Rupees : Seven Thousand Only.

Terms and Conditions :-

Specification / Brand	Building Material Inward Register
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	31-12-2023
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	31-12-2023
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**
 Authorised Signatory

Accepted the above Terms And Conditions
 For **Priyanka Printers**