

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		23/2/23	Prepared by	Salman	Serial no.	
Supplier name		Paiyanka Prints			HO inward no.	
Firm/Company		Summary sales	Project	SSLP	HO received date	
PO/WO date		8/2/23	PO/WO No.	97451	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached		
1.	629	13/2/23	4,610/-	<input checked="" 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: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report						
MRN nos.:	117741			Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges						
Amount C –Other Debits :						
Amount D (D=A+B-C) – Amount to be credited to the supplier:						
4,610/-						
Amount E – PO / WO value:						
4,610/-						
Amount F – Difference (A – E):						
Quantity received as per PO /WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received		
Close PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other		
Payment – due date				24/2/23		
Remarks:						
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	
Name:	Salman					
Sign:	23/2/23					
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.

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. **629**

Date : 13/2/2023

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

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	O.T Vouchers		20	63=00	1260=00
2.	white Envelope covers		1000	3.35	3350=00

INWARD	
Inward No: 911	Dt: 13/2/23
MRN No:	Dt:
Received By: Jammam	Sign:
MODI PROPERTIES	

E. & O.E.

Rupees Four Thousand
Six hundred and Ten
only

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

CGST	-
SGST	-
TOTAL	4,610=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS**

Purchase Order



97451

08.02.23 3:48:31

22-02-2023 17:32:33

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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

Supplier Details

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

GSTIN -

9849558805

Doc No	97451	167514
Doc Date	22-02-2023	
Quote No		
Quote Date	22-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 310100 - PROM-Promotions - Receipt Book-1+1- - 100pages-10nos - Nos O.T vouchers	20.00	63.00	0.00	0.00	1,260.00
2 952400 - PROM-Promotions - MPPL White Envelops-MPPL Logo- - Small - Nos White envelopes covers	1,000.00	3.35	0.00	0.00	3,350.00
Total Order Value . . .					4,610.00

Rupees : Four Thousand Six Hundred Ten Only.

Terms and Conditions :-

Specification / Brand	O.T vouchers, White envelopes covers
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	13-02-2023
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	13-02-2023
Measurement	Nil
Security	Nil
Remarks	

Summit Sales LLP

Authorized Signatory

Accepted the above Terms And Conditions

For Priyanka Printers