PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/23	Prepared by	Charan	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Summit Group	Project	SUP	HO received date	
PO/WO date	5/4/23	PO/WO No.	20230405039	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	639	10/3/23	2720/-	☐ 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.: 20230427023 — 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:	2720/-
Amount E – PO / WO value:	2720
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:	Charan				
Sign:					
Date	28/4/23	28 APR 2023			
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. 639

Date : 10/3/2023

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
	Memo Pads		40	68-00	2720-00

INWARD
Inward No: 970 | Dt: 10/3/23
MRN No: | Dt:
Received By: Samasoit | Sign:
MODI PROPERTIES

E. & O.E.

Rupees Two Thousand Seven Hundred And Twenty Rupees Only

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

CGST	-
SGST	-
TOTAL	2720-00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

Purchase Order

Original

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location:	Summit Sales Common Expences ,, ,

Supplier Details				
Priyanka Printers 9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad Hyderabad,TG,500011 GSTIN:36AROPK5593K1Z0 Mr. Venu,9849558805 -	PO No	20230405039	Quote No	
	PO Date	05 Apr 2023	Quote Date	14 Apr 2023
	Supply Type		Requisition Num	20230405026

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM2414-Promotions-Remarks Pad---100 leaves 20nos-Nos	Memo Pads for office use	40.00	68.00	0%	2,720	0%	0%	0%	0	0	0	2,720
									Total Amount ...	0	0	0	2,720

Rupees in words : Two Thousand Seven Hundred And Twenty Only.

Terms and Conditions:-

Additional Specifications	Memo Pads for office use
Tax :	Inclusive of GST and other taxes.
Delivery Date :	10-03-2023
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.

26/04/23 05:29:40 PM

TRN :- 2023042702