PURCHASE DIVISION

Advice for approval for credit to supplier

(common expense)

Date:	8/5/23	Prepared by	Yruvrh	Serial no.	
Supplier name	PRIYANICA PRINTERS			HO inward no.	
Firm/Company	Summit Sea LLP	Project	SLLP	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	642	31/3/23	9500/-	◻ 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.:	20230504054	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:	9500/-
Amount E – PO / WO value:	9500
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:	Yruvrh				
Sign:					
Date	8/5/23	8 MAY 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

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. 642 Date : 31/3/2022

M/s Savamat Solar LLP common Express
M.G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs.	Ps.
1.	Scan ID pads		40	35=00	1400	=00
2.	White covers		1000	3.350	3350	=00
3.	Brown covers		1000	4.75	4750	=00

INWARD
Inward No: 1011 Dt: 31/3/22
MRN No: Dt:
Received By: Janardhan Sign:
MODI PROPERTIES

E. & O.E.

Rupees Nine Thousand five hundred only.

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

CGST	—
SGST	—
TOTAL	9,500=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K.Venu

Purchase Order

Original

MRN - 20230504054

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	20230426081	Quote No	
	PO Date	26 Apr 2023	Quote Date	26 Apr 2023
	Supply Type		Requisition Num	20230426068

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM3101-Promotions-MPPL Brown Envelops-MPPL Logo--A4-Nos	Brown envelops	1,000.00	4.75	0%	4,750	0%	0%	0%	0	0	0	4,750
2	PROM4820-Promotions-MPPL White Envelops-MPPL Logo--Small-Nos	White envelops	1,000.00	3.35	0%	3,350	0%	0%	0%	0	0	0	3,350
									Total Amount ...	0	0	0	8,100

Rupees in words : Eight Thousand One Hundred Only.

Terms and Conditions:-

Additional Specifications	Scan ID pads , White & Brown envelops printing
Tax :	Inclusive of GST and other taxes.
Delivery Date :	31-03-2023
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.

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Original

Payment Terms :	Within ____ days of delivery and on submission of bills.
Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Other Terms:	Nill.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertic s.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

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	20230426082	Quote No	
	PO Date	26 Apr 2023	Quote Date	26 Apr 2023
	Supply Type		Requisition Num	20230426068

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	Scan ID pads	40.00	35.00	0%	1,400	0%	0%	0%	0	0	0	1,400
									Total Amount ...	0	0	0	1,400
Rupees in words : One Thousand Four Hundred Only.													

Terms and Conditions:-

Payment Terms :	Scan ID pads
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	31-03-2023
Delivery Location :	As per details given above
Transport:	Vendor to arrange transport. OR Purchaser to arrange transport at its cost.
Transportation Cost :	Included. OR Extra @ Rs.________/-
Advance Paid :	% of PO value

TRN - 20230427024

26/04/23 06:02:32 PM

Original

Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertic s.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
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6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.