PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/7/23	Prepared by	Salman	Serial no.	
Supplier name	Priyanka Ind			HO inward no.	
Firm/Company	Sumit Sales	Project	SSLLP	HO received date	
PO/WO date	4/7/23	PO/WO No.	704050	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	657	27/6/23	4120/-	☑ 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.: 20230706016	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:	4120/-
Amount E – PO / WO value:	4120/-
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	10/7/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	6/7/23	[signature]			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY 25 JUL 2023

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. 657

Date : 27/06/2023

M/s Summit Sales Common expenses
M. G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Memo pads		40	68	2720 = 00
2.	Scan Id pads		40	35	1400 = 00

INWARD
Inward No: 199 Dt: 27/6/23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

E. & O.E.

Rupees Four thousand one hundred and twenty only

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

CGST	–
SGST	–
TOTAL	4120 = 00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

Purchase Order

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Original

Purchase Order

Original

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

Supplier Details				
Priyanka Printers 9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad Hyderabad, TG, 500011 GSTIN:36AROPK5593K1Z0 Mr. Venu. 9849558805 -	PO No	20230704050	Quote No	
	PO Date	04 Jul 2023	Quote Date	04 Jul 2023
	Supply Type		Requisition Num	20230704032

SNo.	Item Name	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	80.00	51.50	0%	4,120	0%	0%	0%	0	0	0	4,120
Addl Spec	Memo & scan ID pads											
								Total Amount ...	0	0	0	4,120

Rupees in words : Four Thousand One Hundred And Twenty Only.

Terms and Conditions:-

Additional Specifications	Memo & scan ID pads
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.
Payment Terms :	Within ____ days of delivery and on submission of bills.

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