

PURCHASE DIVISION
Advice for approval for credit to supplier

(Covered. C/Pense)

Date: 25/7/23		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: PRYAWICA PRINTERS				HO inward no.	
Firm/Company: SUMMIT S&P		Project: SUP		HO received date	
PO/WO date: 21/7/23		PO/WO No. 1011		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	664	6/7/23	12,800/-	☐ 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.: 20230728021	Proof of delivery matches MRN	☒ Yes ☐ 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: 12,800/-

Amount F - Difference (A - E): 12,800

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:	<i>[Signature]</i>	<i>[Signature]</i>			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date	25/7/23				
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 bench 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

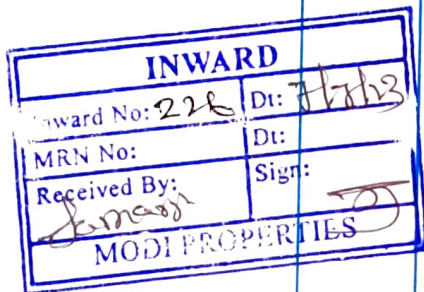
No. **661**

Date : 6/7/23

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

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Attendance Sheet		40	125/-	5000/-
2)	Conveyance Chart		40	125/-	5000/-
3)	Document Inward		10	280/-	2800/-



E. & O.E.

Rupees: Twelve Thousand
Eight hundred only.

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

CGST

SGST

TOTAL

12,800/-

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS**

K. Venk

From Company:

Summit Sales LLP

Purchase Order

Original

22/07/23 10:27:22 AM

Invoice No	21 Jul 2023	20230721010	Amount	12,800
SGST AMT	0			12,800
	0			12,800

From Company: Summit Sales LLP
5-4-187/3&4, 11nd Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS204C1Z7

Supplier Details							
Priyanka Printers 9-5-80/2A, Anjiah Nagar, Old Bowenpally, Hyderabad Hyderabad, TG, 500011 GSTIN:36AROPK5593K1Z0 Mr. Venu, 9849558805				PO No	20230721011	Quote No	
				PO Date	21 Jul 2023	Quote Date	21 Jul 2023
				Supply Type		Requisition Num	20230721010

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
1	PROM1797-Promotions-Pre Printed Site Register--- 200pages-Nos	90.00	142.22	0%	12,800	0%	0%	0%	0	0	0
Addl Spec	Attendance sheet, Conveyance sheet & Document Inward										
Total Amount ...										0	0
Rupees in words : Twelve Thousands Eight Hundred Only.										0	12,800

Terms and Conditions:-
Additional Specifications
Tax :
Attendance sheet, Conveyance sheet & Document Inward
Inclusive of GST and other taxes.

Delivery Date :
Within ____ days of PO
As given above.
Delivery Location :
By Vendor or Purchaser
Advance Paid :
Nil / ____ % of PO value.
Payment Terms :
Within ____ days of delivery and on submission of bills.