PURCHASE DIVISION
Advice for approval for credit to supplier

(common expense)

Date:	25/7/23	Prepared by	[illegible]	Serial no.	
Supplier name	PRIYANICA PRINTERS			HO inward no.	
Firm/Company	SUMMIT Jewelup	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
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			12,800/-
Amount E – PO / WO value:			12,800
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:	[illegible]				
Sign:	[signature]	[signature]			
Date	25/7/23	APPROVED BY 25 JUL 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. 661

Date : 6/7/23

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Attendance Sheet		40	125=00	5000=00
2)	Conveyance Chart		40	125=00	5000=00
3)	Document Inward		10	280=00	2800=00

INWARD
Inward No: 226 Dt: 7/7/23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K.Ven

From Company:
Summit Sales LLP
Purchase Order
22/07/23 10:27:22 AM
SGST AMT 0 12,800
Amount 0 12,800
...on Num 20230721010
...te 21 Jul 2023
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	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	12,800
Addl Spec	Attendance sheet, Conveyance sheet & Document Inward											
								Total Amount ...	0	0	0	12,800

Rupees in words : Twelve Thousands Eight Hundred Only.

Terms and Conditions:-

Additional Specifications	Attendance sheet, Conveyance sheet & Document Inward
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.