

PURCHASE DIVISION
Advice for approval for credit to supplier

(COMMON EXPENSE)

Date: 25/7/23		Prepared by: J. MURPH		Serial no.	
Supplier name: PRITANICA PRINTERS				HO inward no.	
Firm/Company: SUMMIT Sales		Project: SUP		HO received date	
PO/WO date: 21/7/23		PO/WO No. 1012		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	665	10/7/23	6150	☐ 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.:	20230728020			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:					
				6150	
Amount E - PO / WO value:				6150	
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:	J. MURPH				
Sign:					
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.



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

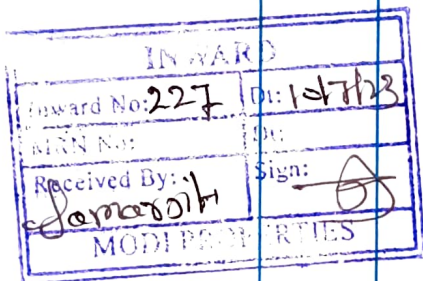
No. **665**

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

Date: 10/7/23

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount	
					Rs.	Ps.
1)	Moment Register		10	280=00	2800=00	
2)	White Envelope Covers		1000	3.35	3350=00	
E. & O.E.						



Rupees Six thousand one hundred fifty only

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

CGST	—
SGST	—
TOTAL	6150=00

GSTIN: **36AROPK5593K1Z0**
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS**

K. Venu

From Company:

Summit Sales LLP

Purchase Order

Original

on Num	20230721011	Amount	
SGST AMT			3,350
			2,800
			6,150

22/07/23 10:23:42 AM

Purchase Order

Original

From Company:

Summit Sales LLP
5-4187/3&4, 11nd Floor Soham Mansion M.G.Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS2044C1Z7

Supplier Details

Priyanka Printers
9-5-80 2A, Anjaiah Nagar, Old Bowenpally, Hyderabad
Hyderabad, TG, 500011
GSTIN:36AROPK5593K1Z0
Mr. Venu, 9849558805

Supplier Details												
Pryanka Printers 9-5-80/2A, Anjaiah Nagar, Old Bowenpally, Hyderabad Hyderabad, TG. 500011 GSTIN:36AROPK5593K1Z0 Mr. Venu. 9849558805 -						PO No		20230721012		Quote No		
						PO Date		21 Jul 2023		Quote Date		21 Jul 2023
						Supply Type				Requisition Num		20230721011
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount	
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM4820-Promotions-MPPL White Envelops-MPPL Logo--Small-Nos	1,000.00	3.35	0%	3,350	0%	0%	0%	0	0	0	3,350
Addl Spec	White Envelope covers											
2	PROM1797-Promotions-Pre Printed Site Register---200pages-Nos	10.00	280.00	0%	2,800	0%	0%	0%	0	0	0	2,800
Addl Spec	Moment Register											
Total Amount ...									0	0	0	6,150

Terms and Conditions:-

Additional Specifications

Tax :

Delivery Date :

Moment Register & White Envelope covers

Inclusive of GST and other taxes.

Within ___ days of PO