

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 16/8/23		Prepared by: Y. N. K. K.		Serial no.	
Supplier name: PRIYANCA PRINTERS		Project: SUP		HO inward no.	
Firm/Company: PUNJIT S&C		PO/WO No.: 808069		HO received date	
PO/WO date: 8/8/23				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	663	30/6/23	23750	☐ 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.: 202 308 16013	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: 23750

Amount E – PO / WO value: 23750

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:	Y. N. K. K.				
Sign:					
Date:	18/8/23				
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 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

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

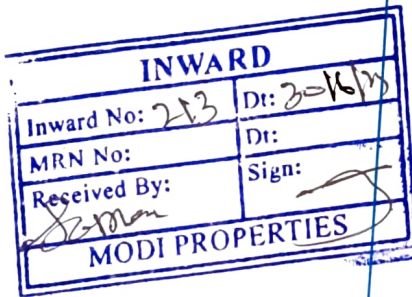
No. 663

Date : 30/6/23

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

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Brown Covers		5000	4.75	23,750 = 00
E. & O.E.					

Rupees Twenty three
Thousand Seven
Hundred fifty only.Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319CGST
SGST
TOTAL 23,750 = 00GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K Ven-

Nil. / % of PO value.

Within days of delivery and on submission of bills.

From Company:
Summit
5-4-187
Secund
GSTIN:Supplier Details
Priyanka Printers
9-5-80/2A, Anjaiaha Nagar, Old B
Hyderabad, TG, 500011
GSTIN: 36AROPK5593K1Z0
Mr. Venu, 9849558805

SNo. Item Name

1 PROM3101-Promotions-1
MPPL Logo-A4-Nos.Addl Spec
MPPL Brown covers

Rupees in words : Twenty Three

Terms and Conditions:-

Additional Specifications

Tax :

Delivery Date :

Delivery Location :

Transport:

Advance Paid :

Payment Terms :

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09/08/23 03:33:46 PM

Purchase Order

Original

From Company: Summit Sales LLP
5-4-187/3&4, IInd 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

PO No				20230808069				Quote No			
PO Date				08 Aug 2023				Quote Date			
Supply Type				Purchase Order				Requisition Num			
				GST%				Amount			
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
1	PROM3101-Promotions-MPPL Brown Envelops-MPPL Logo-A4-Nos.	5,000.00	4.75	0%	23,750	0%	0%	0%	0	0	0
Addl Spec	MPPL Brown covers										
Rupees in words : Twenty Three Thousands Seven Hundred And Fifty Only.						Total Amount ...					
						0					
						23,750					

Terms and Conditions:-

Additional Specifications MPPL Brown covers
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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