PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/8/23	Prepared by	YMNKA	Serial no	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	SUMMIT SALE	Project	SCP	HO received date	
PO/WO date	8/8/23	PO/WO No.	808069	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.:	2023081601З	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:			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:	YMNKA				
Sign:	[signature]	[signature]			
Date	18/8/23	18 AUG 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. 663

Date : 30/6/23

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

Party GSTIN.

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

INWARD
Inward No: 213 | Dt: 30/6/23
MRN No: | Dt:
Received By: | Sign:
MODI PROPERTIES

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 : PSIB0000319

CGST	—
SGST	—
TOTAL	23,750=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme
Goods once sold Cannot be taken back

For PRIYANKA PRINTERS
K Venu

Subject to Secunderabad jurisdiction

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From Company: Summit
5-4-187
Secund
GSTN(

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-M MPPL Logo-A4-Nos.
Addl Spec	MPPL Brown covers

Rupees in words : Twenty Thre

Terms and Conditions:-
Additional Specifications
Tax :
Delivery Date :
Delivery Location :
Transport:
Advance Paid :
Payment Terms :
Nil. / ___ % of PO value.
Within ___ days of delivery and on submission of bills.

Purchase Order

Orig

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	20230808069	Quote No	
	PO Date	08 Aug 2023	Quote Date	08 Aug 2023
	Supply Type	Purchase Order	Requisition Num	20230808045

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						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	23,750
Addl Spec	MPPL Brown covers											
								Total Amount ...	0	0	0	23,750

Rupees in words : Twenty Three Thousands Seven Hundred And Fifty Only.

FRN :- 20230816013

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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