PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/8/23	Prepared by	Salman	Serial no	
Supplier name	Priyadarshini Products			HO inward no.	
Firm/Company	Sellr	Project	Sellr	HO received date	
PO/WO date	16/8/23	PO/WO No.	816045	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	672	12/8/23	8400/-	☑ 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.:	20230816045	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:	8,400/-
Amount E – PO / WO value:	8400/-
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	21/8/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	16/8/23	[signature]			
Date					
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. 672

Date : 12/8/2023

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	General Inward Register		30	280=00	8,400=00

Inward No: 310 Dt: 12/8/23
MRN No:
Received By: Somesh
MODI PROPERTIES

E. & O.E.

Rupees Eight Thousand four hundred only

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

CGST	—
SGST	—
TOTAL	8,400=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K. Venu

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	20230816045	Quote No	
	PO Date	16 Aug 2023	Quote Date	16 Aug 2023
	Supply Type		Requisition Num	20230816023

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	30.00	280.00	0%	8,400	0%	0%	0%	0	0	0	8,400
Addl Spec	General Inward Register for HO											
								Total Amount ...	0	0	0	8,400

Rupees in words : Eight Thousand Four Hundred Only.

Terms and Conditions:-

Additional Specifications	General Inward Register for HO
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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