PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/12/2021	Prepared by:	Salman
PO/WO no.	83789	PO / WO Date.	20/12/2021
Supplier Name	Priyanka Printers	PO/WO amount	~~21,00+~~ 2,100
Firm/Company	Sumit Sales	Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	494	17/11/2021	2,100
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	494	17/11/2021	101076	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :-	
Amount C –Other Debits :-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,100
Amount E – PO / WO value:	2,100
Amount F – Difference (A – E):	

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ Yes ☑ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☑ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs._____/- ☑ No
Payment – due date	27/12/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Salman	[signature]					
Date	23/12/2021						

APPROVED BY 23 DEC 2021 E. PRASAD MANAGER-PROMOTIONS

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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. 494

Date : 17/11/21

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	D.C. Books		10	210=00	2100=00

INWARD
Inward No: 577 Dt: 17/11/21
MRN No: Dt:
Received By: Samosh Sign:
MODI PROPERTIES

E. & O.E.

Rupees Two thousand one hundred only.

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

CGST	—
SGST	—
TOTAL	2100=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K. Venu

Requisition Form

83789

Company Name:	SUMMIT SALES LLP	Date:	20.12.2021
Site & Phase :	HEAD OFFICE	Time:	12:39 PM
Supplier		Req. No.	166868.
Material required before date:		ID No.	72228.

No	Description	Size	Quantity	Units	Inward No	Date
1	D.C BOOKS		10			
2						
3						
4						
5						
6						
7						

Remarks:			
Prepared By	K.Rohith	Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Purchase Order

 20-12-2021 15:46:28 Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Priyanka Printers	**Doc No**	83789	166868
1-4-5/37/A, Bholakpur, Hyderabad	**Doc Date**	20-12-2021	
	Quote No		
GSTIN -	**Quote Date**	20-12-2021	
9849558805	**SupplyType**	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**IGST**	**Amount**
1	7671 - Stationery - other - Books - NA - nos *DC Books*	10.00	210.00	0.00	0.00	2,100.00
				Total Order Value . . .		**2,100.00**

Rupees : Two Thousand One Hundred Only.

Terms and Conditions :-

Specification / Brand	DC Books
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	17-12-2021
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	NIl
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	17-12-2021
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Priyanka Printers***

Name : ____________

Date : __/__/____