Purchase Order

 04-03-2022 16:40:43

86129
28.02.22 2:52:28

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 1-4-5/37/A, Bholakpur, Hyderabad	**Doc No**	86129	166931
	Doc Date	04-03-2022	
GSTIN -	**Quote No**	Nil	
	Quote Date	04-03-2022	
9849558805	**SupplyType**	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7576 - Stationery - other - Register - other - nos *Material Issue books*	50.00	50.00	0.00	0.00	2,500.00
2	7576 - Stationery - other - Register - other - nos *Memo books*	20.00	55.00	0.00	0.00	1,100.00
3	7576 - Stationery - other - Register - other - nos *Envelopes (White)*	500.00	2.90	0.00	0.00	1,450.00
4	7576 - Stationery - other - Register - other - nos *Envelopes (Brown)*	500.00	3.70	0.00	0.00	1,850.00
5	7576 - Stationery - other - Register - other - nos *Material Inward Register new Format*	15.00	235.00	0.00	0.00	3,525.00
6	7576 - Stationery - other - Register - other - nos *OT books*	15.00	48.00	0.00	0.00	720.00
				Total Order Value . . .		**11,145.00**

Rupees : Eleven Thousand One Hundred Fourty Five Only.

Terms and Conditions :-

Specification / Brand	Material Inward Register
Payment Terms	.
Tax	Inclusive of all taxes
Delivery Date	07-03-2022
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	07-03-2022
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Priyanka Printers*

Name : ____________

Name : ____________

Date : __/__/____

H/S: E. Prasad ...

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. 514 Date : 4/2/2022

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

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1	Material Issue Books		50	50-00	2,500-00
2	Memo Books		20	55-00	1,100-00
3	Envelopes (White)		500	2.90	1,450-00
4	Envelopen (Brown)		500	3.70	1,850-00
5	Material Inward Register		15	235.00	3,525-00
6	OT Books		15	48-00	720-00

INWARD
Inward No: 760 Dt: 04/2/22
MRN No: Dt:
Received By: Samarnath Sign:
MODI PROPERTIES

E. & O.E.

Rupees Eleven Thousand One Hundred And fourty five Only

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

CGST	—
SGST	—
TOTAL	11,145-00

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

For PRIYANKA PRINTERS
K. Venu

Subject to Secunderabad jurisdiction

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/3/22	Prepared by:	Cfmnrai
PO/WO no.	86129	PO / WO Date.	4/3/22
Supplier Name	PRITANICA PRINTERS	PO/WO amount	11,145/-
Firm/Company	SUMMIT Solecup	Project	SUMMIT Solecup
Sl. No.	Bill No.	Bill Date	Bill amount
1.	514	4/2/22	11,145/- (Capacle Common)
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	514	4/2/22		□ 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:	11,145/-
Amount E – PO / WO value:	11,145/-
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	28/3/22

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Yrwkh'						
Date	21/3/22						

APPROVED BY
21 MAR 2022
B. 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/-