PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/3/22	Prepared by	Manoj	Serial no.	2707
Supplier name	Ventraman Stationery & Binder work			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	23/3/22	PO/WO No.	86688	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1340	23/3/22	246.40/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	246.40/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos :		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:	246/-
Amount E – PO / WO value:	246/-
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	28/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	APPROVED			-
Sign:	Manoj	[signature] 26 MAR 2022			
Date		P. PRABHAKAR Sr. MANAGER - PURCHASE			
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.

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TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No	Date 23/3/22
Delivery Challan No	Date
Bill No. 2021-22 1340	Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Coller Paper		100	2.2	220				
2			Pack						
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 853 Dt: 23/3/22
MRN No:
Received By: Sanarath
MODI ... RTIES

Total	220					
SUB Total						
CGST	13.20					
SGST	13.20					
Grand Total	246.40				246	40

Rupees...

SUMMIT SALES LLP
IN WARD
No: 92587
Date: 24/3
Sign: ...
R.R. DIST.

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	22.03.2022
Site & Phase :	Head Office	Time:	03: 17 pm
		Req. No.	183455
Material required before date:		ID No.	74891

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles 7555	A4	50	No's		
02	Paper Bundles	A5	10	No's		
03	Multi Color Paper to MD (20 sheets of each color)	A4	20	No's		

Remarks: Head Office

Prepared By	Jai kumar	Approved by	
Date	22.03.2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

APPROVED
2 3 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

 25-03-2022 11:33:37

Purchase Order

86688
16.03.22 2:13:34

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

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	86688	183455
Doc Date	23-03-2022	
Quote No	Nil	
Quote Date	23-03-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles *Multi Colour papers*	100.00	2.20	0.00	12.00	246.40
	Rupees : Two Hundred Fourty Six and Paise Fourty Only.				**Total Order Value . . .**	**246.40**

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

For ***Summit Sales LLP***
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____