

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/3/22		Prepared by: <i>Thomson</i>		Serial no. 2707	
Supplier name: Ventraman stationery & Bindery work		Project: HO		HO inward no.	
Firm/Company: SSLHP		PO/WO No. 86688		HO received date	
PO/WO date: 23/3/22		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
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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	MD	Accountant	Accounts Manager
Name:	<i>Thomson</i>	<i>Thomson</i>			
Sign:	<i>Thomson</i>	<i>Thomson</i>			
Date		26 MAR 2022			
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

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: venkataramana.bindingworks@gmail.com

To Summit Sales LLP
M/S. Summit Sales LLP

Order No

Date

23/3/22

Delivery Challan No

Date

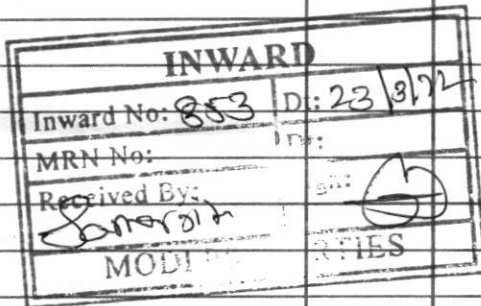
Bill No. 2021-22

1340

Date

GSTIN 36AEJPP5811M1Z2

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



Rupees.....

Total

220

SUB Total

CGST

13.20

SGST

13.20

Grand Total

246.40246 40

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

THE NATIONAL ARCHIVES

DATE	1944
FILE NO.	100-107081
RECORD NO.	100-107081-100
DESCRIPTION	...



THE NATIONAL ARCHIVES

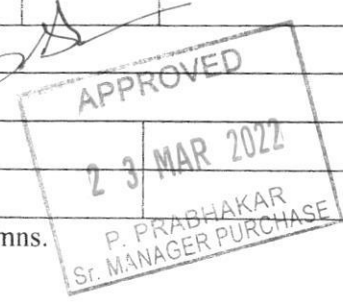
Requisition Form

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.



Purchase Order

Page(s) 1 Of 1

25-03-2022 11:33:37



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
Penalty 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 : P. S. S.

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : / /