

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/2022	Prepared by	MINISH	Serial no.	2809
Supplier name	Venkataramana Stationery Bindery Lalorki			HO inward no.	
Firm/Company	BCLLP	Project	SHELLP	HO received date	
PO/WO date	04/04/2022	PO/WO No.	87008	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	D13.	04/04/2022	900/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount A - Bills total (Excluding Transport & Hamali Charges): 900/-

Proof of delivery by way of: DCs/bill Steel report RMC pour report Solid block report Installation report

MRN nos.: 105732 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: 900/-

Amount E - PO / WO value: 900/-

Amount F - Difference (A - E): NIL

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: 11/04/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
05 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 weightment 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 M/S. <u>Summit Sales LLP</u>	Order No <u>87008/169643</u> Date <u>4/4/22</u>
	Delivery Challan No _____ Date _____
GSTIN <u>36ACQFS2044C1Z7</u>	Bill No. <u>013</u> 2022-23 Date <u>4/4/22</u>

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Chalk piece ✓		5bx	180			900		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees INWARD

Inward No: <u>17981</u>	Di: <u>4/4/22</u>
AN No: <u>105732</u>	Di: <u>5/4/22</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>

Receiver's Signature & Seal **SUMMIT SALES LLP**

Total			
SUB Total	900	900	
CGST		-	
SGST		-	
Grand Total		900	900

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]
Signature

Purchase Order

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04-04-2022 10:47:36



87008

04.04.22 1:33:41

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	87008	169643
Doc Date	04-04-2022	
Quote No	Nil	
Quote Date	04-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7515 - Stationery - other - Chalkpiece - NA - boxes	5.00	180.00	0.00	0.00	900.00
Total Order Value . . .					900.00

Rupees : Nine Hundred Only.

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 Stock maintenance purpose.

Completion Date Nil

Measurement Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____


Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Date : ___/___/___

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		31.03.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169643	
Material required before date:			ID No.			75217	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Box file	big	50	Nos			
2	Stamp pad		20	Nos			
3	Chalk piece		5	Box			
4	A4 Paper	A4	50	Bundle			
Remarks: For Stock replenishing purpose.							
Prepared By		Vanajakshi		Approved by		<div style="border: 1px solid black; padding: 5px; text-align: center;"> APPROVED BY  01 APR 2022 <small>SOHAM MODI MANAGING DIRECTOR</small> </div>	
Sign.& Date		31.03..2022		Sign. & Date			

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