(E)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/4/22	Prepared by	Manu	Serial no.	. 2844
Supplier name	Venkataramana stationery, Bindageware			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	5/4/22	PO/WO No.	87082	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	022	5/4/22	14700/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14,700/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	105911	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:	14,700/-
Amount E – PO / WO value:	14,700/-
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	18/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	9/4/22				
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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36 ACQFS 2044 C1Z7

Order No | Date
Delivery Challan No | Date
Bill No. [redacted] 2022-23 022 | Date 5/4/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 paper	4802	50pkt	210	10500				
2	A5 paper	"	10pkt	100	1000				
3	A4 paper 100GSM	"	5pkt	325	1625				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 07 Dt: 05/4/22
MRN No: 10591 Dt:
Received By: Sign:
MODI PROPERTIES

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	13125			
CGST	787.5			
SGST	787.5			
Grand Total	14700			14700-

Rupees...

SUMMIT SALES LLP
INWARD
No: 93116
Date: 8/4
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

Purchase Order

 05-04-2022 15:36:21

87082 py
04.04.22 1:33:42

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	**Doc No**	87082	183472
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	05-04-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	05-04-2022	
27842572 9849360076	**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	50.00	210.00	0.00	12.00	11,760.00
2	7555 - Stationery - other - Paper - A4 - bundles *A5*	10.00	100.00	0.00	12.00	1,120.00
3	7555 - Stationery - other - Paper - A4 - bundles *100 GSM*	5.00	325.00	0.00	12.00	1,820.00
				Total Order Value . . .		**14,700.00**

Rupees : Fourteen Thousand Seven 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	05.04.2022
Site & Phase :	Head Office	Time:	11: 00 am
		Req. No.	183472
Material required before date:		ID No.	75284

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles 210	A4	50	No's		
02	Paper Bundles 100	A5	10	No's		
03	Paper Bundles (100 GSM) ~~380~~ 325/-	A4	05	No's		
	87082					

Remarks: Head Office

Prepared By	Jai kumar	Approved by	
Date	05.04.2022	Sign. & Date	

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

APPROVED
05 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE