(b)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/04/22	Prepared by	Vanajarathi	Serial no.	3127
Supplier name	Venkataramana stationery (Binding works)			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	11/04/22	PO/WO No.	87292	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	071	12/04/22	20959/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.			/	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,959/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	106152	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:	20,959/-
Amount E – PO / WO value:	20,782/-
Amount F – Difference (A – E).	177/-
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	18/04/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajarathi	Prabhakar			
Sign:	[signature]	APPROVED [signature]			
Date	15/04/22	21 APR 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR MANAGER PURCHASE	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 36ACQFS 2044 C1Z7

Order No 87292/169678 Date 12/4/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 071 Date 12/4/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 sticker label	4821	5Pkt	250		1250			
2	marker	9609	120no	15		1800			
3	L-folder	3926	200no	8		1600			
4	whitener Pen	9609	20no	20		400			
5	Stamp Pad		20no	30		600			
6	Red Tag		10no	30		300			
7	Calculator		10no	150		1500			
8	Punch DP-52	8472	5no	80		400			
9	Scribbling Pad	4821	60no	10		600			
10	Stapler	8472	20no	35		700			
11	Pen	9609	200no	3		600			
12	Fevistick		30no	18		540			
13	Binder clip 32 mm	4403	60Pkt	48		2880			
14	Carbon Paper	4809	10 Pkt	150		1500			
15	Box File Small	4819	24no	48		1152			
16	Pin Remover	8472	10no	50		500			
17	Note Pad	4821	48no	30		1440			
18									
19									
20									
				Total					
				SUB Total		17762			
				CGST		1598.58			
				SGST		1598.58			
				Grand Total		20959.16		20959	16

Rupees....................................

INWARD
Inward No: 18021 Dt: 15/4/22
MRN No: 106152 Dt: 15/4/22
Received By: Sign:
SUMMIT SALES LLP

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

SUMMIT SALES LLP
INWARD
No: 93522
Date: 20/4
Sign:
R.R. DIST.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

87292
04.04.22 1:33:43

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**	87292	169678
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	11-04-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	08-04-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7539 - Stationery - other - Labels - NA - sheets	5.00	250.00	0.00	18.00	1,475.00
2	7544 - Stationery - other - Marker - NA - nos *blue*	30.00	15.00	0.00	18.00	531.00
3	7544 - Stationery - other - Marker - NA - nos *black*	30.00	15.00	0.00	18.00	531.00
4	7544 - Stationery - other - Marker - NA - nos *red*	30.00	15.00	0.00	18.00	531.00
5	7544 - Stationery - other - Marker - NA - nos *green*	30.00	15.00	0.00	18.00	531.00
6	7538 - Stationery - other - L - File Folders - NA - nos	200.00	8.00	0.00	18.00	1,888.00
7	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
8	7592 - Stationery - other - stamp pad - NA - nos	20.00	30.00	0.00	18.00	708.00
9	7597 - Stationery - other - Tags - NA - pkts *red*	10.00	30.00	0.00	18.00	354.00
10	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
11	7572 - Stationery - other - Punch - 16mm - nos	5.00	80.00	0.00	18.00	472.00
12	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	10.00	0.00	18.00	708.00
13	7593 - Stationery - other - Stapler - other - nos *small*	20.00	35.00	0.00	18.00	826.00
14	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
15	7560 - Stationery - other - Pen - NA - nos *blue*	200.00	3.00	0.00	18.00	708.00
16	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	60.00	48.00	0.00	18.00	3,398.40
17	7565 - Stationery - other - Pencil Carbon Paper - NA -	10.00	150.00	0.00	18.00	1,770.00

For ***Summit Sales LLP***

Authorised Signatory

Name : 12/04/2022

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ______________

Date : __/__/____

Purchase Order

	›xes					
18	7508 - Stationery - other - Box file - small - nos	24.00	48.00	0.00	18.00	1,359.36
19	7593 - Stationery - other - Stapler - other - nos *stappler pin remover*	10.00	35.00	0.00	18.00	413.00
20	7552 - Stationery - other - Note pads - other - nos *1x4*	48.00	30.00	0.00	18.00	1,699.20
					Total Order Value . . .	**20,782.16**

Rupees : Twenty Thousand Seven Hundred Eighty Two and Paise Sixteen 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
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 forstock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Name : 12/04/2022

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169678
Material required before date:		ID No.	75476

No	Description	Size	Quantity	Units	Inward No	Date
1.	Lable sheet book 250		5	Sheets		
2.	Marker blue 15		30	Nos		
3.	Marker black		30	Nos		
4.	Marker red		30	Nos		
5.	Marker green		30	Nos		
6.	L-file folder 8		200	Nos		
7.	Whitener pen 20		20	Nos		
8.	Stamp pads 30		20	Nos		
9.	Stamp pad red 30		10	Nos		
10.	Calculator 150		10	Nos		
11.	Punch mission 80	small	5	Nos		
12.	Scriblling pad 10		60	Boxes		
13.	Stappler 35	small	20	Nos		
14.	Fevistick 18		30	Nos		
15.	Blue pen ordinary 3		200	Nos		
16.	Pin remover 25		10	Nos		
17.	Binder clips 48	32mm	60	Nos		
18.	Stick note 30	1x4	48	Nos		
19.	Pencil carbon 150		10	Nos		
20.	Box file 48	small	24	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	08.04.2022	Sign. & Date	

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

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR