

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>24/04/2022</u>		Prepared by: <u>MINISH</u>		Serial no. <u>3454</u>	
Supplier name: <u>Venkataramana Stationery & Binding Works</u>		HO inward no.			
Firm/Company: <u>SS LLP</u>		Project: <u>SH LLP</u>		HO received date	
PO/WO date: <u>21/04/2022</u>		PO/WO No.: <u>87587</u>		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>111</u>	<u>22/04/2022</u>	<u>23,229/-</u>	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges): 23,229/-

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

MRN nos.: <u>106403</u>	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: 23,229/-

Amount E - PO / WO value: 23,229/-

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: 02/05/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		<u>MINISH PARIKH</u>			
Sign:		<u>24 APR 2022</u>			
Date		<u>MINISH PARIKH</u>			
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

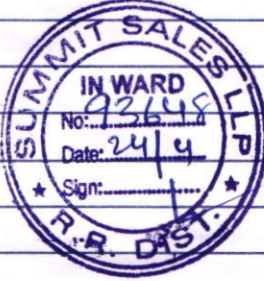
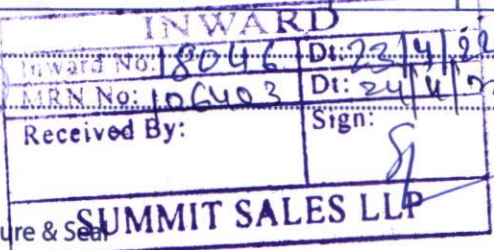
VENKATARAMANA STATIONERY AND BINDING WORKS**Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available**

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

To
M/S. Summit Sales LLPOrder No 87587 / 169702 Date 21/4/22

Delivery Challan No _____ Date _____

GSTIN 36ACQFS 2044 C1Z7Bill No. 2021-22 2022-23 **111** Date 22/4/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Permanent marker (B, Bx)	9609	6000	15		900			
2	Pencil	9608	5000	40	200				
3	Mouse		500	350		1750			
4	Plastic Card	3926	3000	5		1500			
5	A3 sheet protector	11	5000	5		2500			
6	A4 paper	4802	5000	210	10500				
7	Binder clip 19mm	4403	6000	48		2880			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
					Total				
					SUB Total	10700	9530		
Receiver's Signature & Seal					CGST	642	857.7		
					SGST	642	857.7		
					Grand Total	11984	11245.4	23229	40

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

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21-04-2022 14:49:30

87587
20.04.22 3:07:37

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

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

Doc No	87587	169702
Doc Date	21-04-2022	
Quote No	nil	
Quote Date	21-04-2022	
SupplyType	Supply	

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7544 - Stationery - other - Marker - NA - nos blue	40.00	15.00	0.00	18.00	708.00
2 7544 - Stationery - other - Marker - NA - nos black	20.00	15.00	0.00	18.00	354.00
3 7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
4 3516 - Computers and Peripherals - Mouse - NA - nos	5.00	350.00	0.00	18.00	2,065.00
5 6100 - Miscellaneous - Plastic Cards - Others - nos	300.00	5.00	0.00	18.00	1,770.00
6 7571 - Stationery - other - Projects folder - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
7 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
8 7505 - Stationery - other - Binder Clips - other - boxes 19mm	60.00	48.00	0.00	18.00	3,398.40
Total Order Value . . .					23,229.40
Rupees : Twenty Three Thousand Two Hundred Twenty Nine and Paise Fourty 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** NilFor **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Purchase Order

Page(s) 2 Of 2

21-04-2022 14:49:30

Original / Office Copy / Purchase Div.Copy

Advance Paid

Nil

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose.

Completion Date

Nil

Measurement

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	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	T69672 169702
Material required before date:		ID No.	75796

No	Description	Size	Quantity	Units	Inward No	Date
1.	Marker (blue)		40	Nos		
2.	Marker(black)		20	Nos		
3.	Pencil box		5	Nos		
4.	Mouse		5	Nos		
5.	Plastic card		300	Nos		
6.	Project folder	A3	500	Nos		
7.	Paper bundle	A4	50	Bundle		
8.	Binder clips	19mm	60	Nos		

Remarks: For Stock replenishing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	19.04.2022	Sign. & Date	✓

APPROVED BY

20 APR 2022

SOHAM MODI
MANAGING DIRECTOR

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