PURCHASE DIVISION

Advice for approval for credit to supplier

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

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	111	22/04/2022	23,229/-	☑ 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.:	106403.	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:	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:		APPROVED			
Sign:		24 APR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 36ACQFS 2044 C1Z7

Order No 87587 /169702 Date 21/4/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **111** Date 22/4/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Permanent marker (B, Bk)	9609	60nos	15		900			
2	Pencil	9608	5pkt	40	200				
3	Mouse		5no	350		1750			
4	Plastic Card	3926	300nos	5		1500			
5	A3 sheet protector	"	500nos	5		2500			
6	A4 paper	4802	50pkt	210	10500				
7	Binder clip 19mm	4403	60pkt	48		2880			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
IN WARD
No: 93648
Date: 24/4
Sign:
R.R. DIST.

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	10700	9530		
CGST	642	857.7		
SGST	642	857.7		
Grand Total	11984	11245.4		23229.40

Rupees..

INWARD
Inward No: 8046 Dt: 23/4/22
MRN No: 10403 Dt: 24/4/22
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 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 Details			
Venkatramana Stationery & Binding works	**Doc No**	87587	169702
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	21-04-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	21-04-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Date : __/__/____

Purchase Order

 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 forstock repleneshing 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	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	~~169672~~ 169702
Material required before date:		ID No.	75796

87587

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 repleneshing 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.