

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/04/2022		Prepared by: MINISH		Serial no. 3468	
Supplier name: Veekadarama Stationery & Binding Works		HO inward no.			
Firm/Company: SLLP		Project: SALLP		HO received date	
PO/WO date: 22/04/2022		PO/WO No. 87639		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	120	25/04/2022	590/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A Bills total (Excluding Transport & Hamali Charges):			590/-		
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☒ Solid block report ☐ Installation report					
MRN nos.: 106468	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:			590/-		
Amount E - PO / WO value:			590/-		
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:					
Sign:					
Date					
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 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 / 9966518678

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 87639 Date 25/4/22

Delivery Challan No _____ Date _____

GSTIN 36ACAFS2044C127Bill No. 2021-22 2022-23 120 Date 25/4/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Keychain Rings		100	5		500		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Rupees.....

INWARD	
Inward No: <u>18058</u>	Di: <u>25/4/22</u>
MRN No: <u>106468</u>	Di: <u>26/4/22</u>
Received By: _____	Sign: <u>87</u>
SUMMIT SALES LLP	

Receiver's Signature & Seal

Total

SUB Total

CGST

SGST

Grand Total

500

45

45

590

590

20

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days

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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22-04-2022 14:21:07

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

87639
20.04.22 3:07:37

Supplier Details

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

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	87639	169699
Doc Date	22-04-2022	
Quote No	Nil	
Quote Date	22-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4036 - Consumables - Keychain rings - NA - nos	100.00	5.00	0.00	18.00	590.00
Total Order Value . . .					590.00

Rupees : Five Hundred Ninty 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

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 : _/_/_

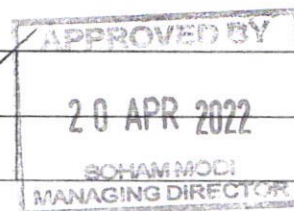
Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169699
Material required before date:		ID No.	75788

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Air freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Coconut brooms		100	Nos		
6.	Key chain rings 87639		100	Nos		
7.	Spomges - 87599		500	Nos		
8.	Gunny bags 87598		500	Nos		
9.	Surf	500grams	30	Nos		
10.	Colin 87596	500ml	20	Nos		
11.	Bubble can	20 liters	20	Nos		

Remarks: For Stock repleneshing purpose.

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



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