PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/04/2022	Prepared by	MINISH.	Serial no.	3621
Supplier name	Venkataramana Stationery & Binding Works.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	26/04/2022	PO/WO No.	87732	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	134	28/04/2022	5,517/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	5517/-

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

MRN nos.:	106677.	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:	5517/-
Amount E – PO / WO value:	5517/-
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	09/05/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		30 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 36 ACAFS2044 C1Z7

Order No 87732 Date 28/4/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **134** Date 28/4/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse		5	350		1750			
2	Pen Drive		3	550		1650			
3	Adapter (Biomtr)		3	425		1275			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP R.R. DIST.
INWARD No: 93926
Date: 30/4
Sign:

Total		4675	
SUB Total			
CGST		420/75	
SGST		420/75	
Grand Total		5516/50	5516 50

Rupees.........

INWARD
Inward No: 18089 Dt: 29/4/2
MRN No: 10667 Dt: 30/4/2
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

 26-04-2022 14:29:04

87732
20.04.22 3:07:38

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**	87732	169723
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	26-04-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	22-04-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	350.00	0.00	18.00	2,065.00
2	3518 - Computers and Peripherals - Pen Drive - other - nos *sandisk*	3.00	550.00	0.00	18.00	1,947.00
3	5165 - Equipment - consumable durable - Adapter - NA - Nos *Bio-metric*	3.00	425.00	0.00	18.00	1,504.50
					Total Order Value . . .	**5,516.50**

Rupees : Five Thousand Five Hundred Sixteen and Paise Fifty 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

26/04/2022

Name :

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169723
Material required before date:		ID No.	75887

No	Description	Size	Quantity	Units	Inward No	Date
1.	Mouse,Logitek,Dell 87732	350+	5	Nos		
2.	Pen drive,Sandisk	550+	3	Nos		
3.	Adapter Bio-metrics	~~425~~	3	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	22.04.2022	Sign. & Date	23 APR 2022 SOHAM MODI MANAGING DIRECTOR

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

Venkataramana Stationary