PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/05/22	Prepared by	MINISH	Serial no.	4189
Supplier name	Venkataramana Stationery & Binding Works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	09/05/22	PO/WO No.	88107.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	200	12/05/2022	18,712/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,712/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107170. — 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:	✓ 18,712/-
Amount E – PO / WO value:	18,707/-
Amount F – Difference (A – E):	(+) 5/-
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	23/05/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		16 MAY 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 ACQFS 2044 C1Z7

Order No 88107/169771 Date 9/05/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 200 Date 12/5/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pens Blue		200s	3		600			
2	Pens Blue		100s	3		300			
3	Markers		150s	15		2250			
4	A4 papers		50nos	215	10750				
5	Box files		50nos	50		2500			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	10750	5650			
				CGST	645	508.5			
				SGST	645	508.5		18712.	00
				Grand Total	12045	6667			

Rupees...

INWARD
Inward No: 8739 Dt: 11/5/22
MRN No: 107170 Dt: 12/5/22
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.
A/C No. 069100102707
RTGS / NEFT CODE COSB0000069

SUMMIT SALES LLP
IN WARD
No: 9949
Date: 16/5
Sign:
R.R. DIST.

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 09-05-2022 16:23:24

88107
27.04.22 12:24:12

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**	88107	169771
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	09-05-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	09-05-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *blue*	200.00	3.00	0.00	18.00	708.00
2	7560 - Stationery - other - Pen - NA - nos *black*	100.00	3.00	0.00	18.00	354.00
3	7544 - Stationery - other - Marker - NA - nos *blue*	40.00	15.00	0.00	18.00	708.00
4	7544 - Stationery - other - Marker - NA - nos *red*	40.00	15.00	0.00	18.00	708.00
5	~~7544 - Stationery - other - Marker - NA - nos~~ *black*	~~40.00~~	~~15.00~~	~~0.00~~	~~18.00~~	~~708.00~~
6	7544 - Stationery - other - Marker - NA - nos *green*	30.00	15.00	0.00	18.00	531.00
7	7555 - Stationery - other - Paper - A4 - bundles	50.00	215.00	0.00	12.00	12,040.00
8	7507 - Stationery - other - Box file - Big - nos	50.00	50.00	0.00	18.00	2,950.00
				Total Order Value . . .		**18,707.00**

Rupees : Eighteen Thousand Seven Hundred Seven 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

12/05/2022

Name : ____________

Name : ____________

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

Date : __/__/____

Purchase Order

 09-05-2022 16:23:24

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 : 12/05/2022

Accepted the above Terms And Conditions

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169771
Material required before date:		ID No.	76295

No	Description	Size	Quantity	Units	Inward No	Date
1.	Blue pen(Ordinary)		200	Nos		
2.	Black pen(Ordinary)		100	Nos		
3.	Black Marker		40	Nos		
4.	Blue Marker		40	Nos		
5.	Red Marker		40	Nos		
6.	Green Marker		30	Nos		
7.	A4 Paper bundle	A4	50	Bundle		
8.	Box file	Big	50	Nos		

88102

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 07 MAY 2022
Sign.& Date	06.05.2022	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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