PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/5/22	Prepared by	Monsu	Serial no.	4281
Supplier name	Venkataraman stationery & Binding			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	13/5/22	PO/WO No.	88224	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	211	13/5/22	18,178/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,178/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107397	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:	18,178/-
Amount E – PO / WO value:	18,178/-
Amount F – Difference (A – E):	–
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monu				
Sign:	Monu				
Date	19/5/22				
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 36ACAFS2044C1Z7

Order No 88224 Date 13/5/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **211** Date 13/5/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50	215	10750				
2	A5 Paper		15	110	1650				
3	Box File		30	50		1500			
4	A3 75GSM		5	450	2250				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 120 Dt: 13/5/22
MRN No: 1073897 Dt:
Received by: Samarth Sign:
PROPERTIES

Total	14650	1500			
SUB Total	[illegible]				
CGST	879	135			
SGST	879	135			
Grand Total	16408	1770		18178	00

Rupees..........

SUMMIT SALES LLP R.R. DIST.
INWARD 94479 Dt. 17/5

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

 13-05-2022 11:27:35 AM

88224
27.04.22 12:24:13

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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	88224	2045008
Doc Date	13-05-2022	
Quote No	nil	
Quote Date	13-05-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	215.00	0.00	12.00	12,040.00
2	7555 - Stationery - other - Paper - A4 - bundles *A5*	15.00	110.00	0.00	12.00	1,848.00
3	7507 - Stationery - other - Box file - Big - nos	30.00	50.00	0.00	18.00	1,770.00
4	7554 - Stationery - other - Paper - A3 - bundles *75 GSM*	5.00	450.00	0.00	12.00	2,520.00
				Total Order Value . . .		**18,178.00**

Rupees : Eighteen Thousand One Hundred Seventy Eight 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 for Head Office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

17/05/2022

Name : ______ Contact : ______

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

Name : ______ Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	12.05.2022
Site & Phase :	Head Office	Time:	12: 15 Pm
		~~Req. No.~~	~~2045008~~
Material required before date:		ID No.	76376

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's.	88224	
02	Paper Bundles (75 GSM)	75 GSM - A3	05	No's		
03	Paper Bundles	A5	15	No's		
04	Box files	Big	30	No's		

Remarks: Head Office

APPROVED
17 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Jai kumar	Approved by	
Date	12.05.2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.