PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/05/2022	Prepared by	MANISH	Serial no.	4526
~~Supplier name~~	Veenkataramana Stationery & Binding Works.			~~HO inward no.~~	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	24/05/2022	PO/WO No.	88553.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	258.	25/05/2022	8,047/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 8,047/-

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

MRN nos.:	107776.	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:	8,047/-
Amount E – PO / WO value.	8062/-
Amount F – Difference (A – E):	(-) 15/-

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	06/06/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		27 MAY 2022			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED MANISH PARIKH MANAGING DIRECTOR

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 C1Z2

Order No 88553 | 169816 Date 24/5/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **258** Date 25/5/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Permanent marker	9609	100no	15		1500			
2	CD marker	"	120no	8		960			
3	Highlighter	"	30 doz	75		2250			
4	Books	4802	20no	20	400				
5	Sketch Pen	9604	5 pkt	30		150			
6	Cutter		10no	18		180			
7	Staple Pin remover	8472	10no	60		600			
8	Scissors	"	20no	40		800			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Total								
	SUB Total				400	~~5440~~ 6440			
	CGST				24	579.6			
	SGST				24	579.6			
	Grand Total				448	~~6655.2~~ 7599.2		8047	20

SUMMIT SALES LLP INWARD No: 94832 Date: Sign: R.R. DIST.

Rupees

INWARD	
Inward No: 18189	Dt: 26/5/22
MRN No: 107726	Dt: 27/5/22
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.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 24-05-2022 16:06.01

88553
20.05.22 3:37:20

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	88553	169816
Doc Date	24-05-2022	
Quote No	nil	
Quote Date	24-05-2022	
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*	50.00	15.00	0.00	18.00	885.00
2	7544 - Stationery - other - Marker - NA - nos *black*	20.00	15.00	0.00	18.00	354.00
3	7544 - Stationery - other - Marker - NA - nos *red*	30.00	15.00	0.00	18.00	531.00
4	7512 - Stationery - other - CD Marker - NA - nos *black*	30.00	8.00	0.00	18.00	283.20
5	~~7512 - Stationery - other - CD Marker - NA - nos~~ *red*	~~30.00~~	~~8.00~~	~~0.00~~	~~18.00~~	~~283.20~~
6	7512 - Stationery - other - CD Marker - NA - nos *green*	30.00	8.00	0.00	18.00	283.20
7	7512 - Stationery - other - CD Marker - NA - nos *blue*	30.00	8.00	0.00	18.00	283.20
8	7533 - Stationery - other - Highlighter - NA - nos *all colours*	30.00	75.00	0.00	18.00	2,655.00
9	7671 - Stationery - other - Books - NA - nos	20.00	20.00	0.00	18.00	472.00
10	7587 - Stationery - other - Sketch Pen - NA - pkts *all colours*	5.00	30.00	0.00	12.00	168.00
11	9561 - Tools - Scissors - other - nos	20.00	40.00	0.00	18.00	944.00
12	7519 - Stationery - other - Cutter - NA - nos	10.00	18.00	0.00	18.00	212.40
13	7594 - Stationery - other - Stapler pin - other - boxes *pin remover*	10.00	60.00	0.00	18.00	708.00
	Rupees : Eight Thousand Sixty Two and Paise Twenty Only.			**Total Order Value . . .**		**8,062.20**

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

24-05-2022 16:06:01

Original / Office Copy / Purchase Div.Copy

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

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169816
Material required before date:		ID No.	76656

No	Description	Size	Quantity	Units	Inward No	Date
1.	Permanent Marker (Blue)		50	Nos		
2	Permanent Marker(Black)	15/-	20	Nos		
3.	Permanent Marker(Red)		30	Nos		
4.	CD Marker(Black)		30	Nos		
5.	CD Marker(Red)	8/-	30	Nos		
6.	CD Marker(Green) 88553		30	Nos		
7.	CD Marker(Blue)		30	Nos		
8.	Highlater (all colour)	75/-	30	Nos		
9.	Whitner pen	20/-	20	Nos		
10.	Sizer	40/- & 60/-	20	Nos		
11.	Pin Remover	60/-	10	Nos		
12.	Cutters	18/-	10	Nos		
13.	Sketch Pens (all colour)	30/-	5	Packets		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	21.05.2022	Sign. & Date	23 MAY 2022 SOHAM MODI MANAGING DIRECTOR

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