

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	3/06/22	Prepared by	Vanajashri	Serial no.	4899
Supplier name	Venkateswara Stationery Binding			HO inward no.	
Firm/Company	SSUP	Project	H.O	HO received date	
PO/WO date	31/05/22	PO/WO No.	88758	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	276	31/05/22	26,083/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):					

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

MRN nos.:	108070	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:

Amount E - PO / WO value:

Amount F - Difference (A - E):

Quantity received as per PO / WO

Close PO / WO

Payment - due date

Remarks:

☒ Yes ☐ Excess received ☐ Short received ☐ Part received
☒ Yes ☐ No - wait for balance material ☐ Other

13/06/22

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Vanajashri	P. S. Chandra			
Sign:	[Signature]	[Signature]			
Date	3/06/22	04 JUN 2022			
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

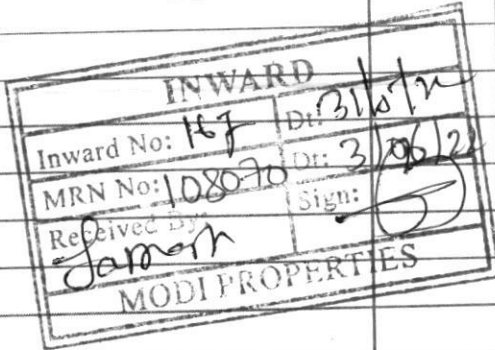
VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.comTo M/S. Summit Sales LLPOrder No 88758 204504 Date 31/5/22

Delivery Challan No _____ Date _____

GSTIN 36ACQFS 2044 C127Bill No. 2021-22 2022-23 276 Date 31/5/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper	4802	50 Pkt	215	10750				
2	A3 Paper 1004sm	"	5 Pkt	650	3250				
3	A4 " "	"	5 Pkt	330	1650				
4	A3 Lamination Pouch	3926	5 Pkt	1150		5750			
5	Sheet Protector	"	300 no	5		1500			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

15650

939

939

17528

7250

652.5

652.5

8555

26083

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

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

1913

Purchase Order



88758

20.05.22 3:37:22

Page(s) 1 Of 1

31-05-2022 13:21:49

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	88758	2045011
Doc Date	31-05-2022	
Quote No	nil	
Quote Date	31-05-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

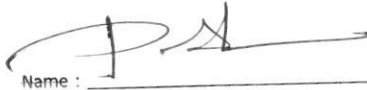
Purchase Order for the Supply of following Items.

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 7554 - Stationery - other - Paper - A3 - bundles 100GSM	5.00	650.00	0.00	12.00	3,640.00
3 7555 - Stationery - other - Paper - A4 - bundles 100GSM	5.00	330.00	0.00	12.00	1,848.00
4 7540 - Stationery - other - Lamination Pouch - NA - nos A3	5.00	1,150.00	0.00	18.00	6,785.00
5 7530 - Stationery - other - Folder cover - NA - nos	300.00	5.00	0.00	18.00	1,770.00
Total Order Value . . .					26,083.00

Rupees : Twenty Six Thousand Eighty Three 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**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 Head Office purpose.**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory


Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : ____/____/____

[illegible]

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

