PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/06/22	Prepared by	Vanajathi	Serial no.	4899
Supplier name	Venkataramana Stationary & Binding work			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.	976	31/05/22	26,083/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,083/-

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:	26,083/-
Amount E – PO / WO value:	26,083/-
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	13/06/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi	[illegible]			
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: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36ACQFS 2044 C1Z7

Order No 88758 | 204504 Date 31/5/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 276 Date 31/5/22

Sl 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 100gsm	"	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									

INWARD
Inward No: 167 Dt: 31/5/22
MRN No: 108070 Dt: 3/06/22
Received By: Jairam Sign:
MODI PROPERTIES

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	15650	7250		
CGST	939	652.5		
SGST	939	652.5		
Grand Total	17528	8555		26083/-

Rupees.......................................

SUMMIT SALES LLP
INWARD
No: 95080
Date: 2/6/22
Sign:
R.R. DIST.

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

Page(s) 1 Of 1 31-05-2022 13:21:49

88758

20.05.22 3:37:22

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.	**Doc No**	88758	2045011
	Doc Date	31-05-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	31-05-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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
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

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	28.05.2022
Site & Phase :	Head Office	Time:	03: 00 Pm
		Req. No.	2045011
Material required before date:		ID No.	76884

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's		
02	Paper Bundles (100 GSM) 88758	100 GSM - A3	05	No's		
03	Paper Bundles (100 GSM)	A4	05	No's		
04	Lamination Pouch – A3	A3	05	No's		
05	Folders Covers		300	No's		

Remarks: Head Office

Prepared By	Jai kumar	Approved by	
Date	28.05.2022	Sign. & Date	

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

APPROVED
31 MAY 2022