PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/06/2022	Prepared by	MINISH.	Serial no.	5092
Supplier name	Venkatalamana Stationory & Binding Works.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	04/06/2022	PO/WO No.	88923.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	323.	08/06/2022	15,674/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15674/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108334.	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:	15674/-
Amount E – PO / WO value:	15,674/-
Amount F – Difference (A – E):	NIL.
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	20/06/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 11 JUN 2022 MINISH PAREKH MANAGER PROCUREMENT			
Date					
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 36ACGFS2044C1Z7

Order No 88923 Date 8/6/21

Delivery Challan No Date

Bill No. [redacted] 2022-23 **323** Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50	215	10750				
2	Pen Blue		200	3		600			
3	" Black		200	3		600			
4	Calculator		10	150		1500			
5	Pencil		10	40	400				
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
IN WARD
No: 95411
Date: 10/6/24
Sign:
R.R. DIST.

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total	11150	2700			
SUB Total					
CGST	669	243			
SGST	669	243			
Grand Total	12488	3186		15674	00

Rupees..........

INWARD
Inward No: 18274 Dt: 9/6/22
MRN No: 108334 Dt: 10/2/22
Received By: Sign:

Receiver's Signature & Seal SUMMIT SALES LLP

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

88923
20.05.22 3:37:23

 06-06-2022 11:10:49

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**	88923	169853
	Doc Date	04-06-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	03-06-2022	
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	7560 - Stationery - other - Pen - NA - nos *blue*	200.00	3.00	0.00	18.00	708.00
3	7560 - Stationery - other - Pen - NA - nos *black*	200.00	3.00	0.00	18.00	708.00
4	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
5	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
				Total Order Value . . .		**15,674.00**

Rupees : Fifteen Thousand Six Hundred Seventy Four Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 stock 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:	MODI REALTY MALLAPUR LLP	Date:	03.06.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	16:00
Supplier		Req. No.	193284
Material required before date:	06.06.2022	ID No.	76986

No	Description	Size	Quantity	Units	Inward No	Date
1.	Black cover		2600	sft		
2.	Safety ribbon		4	No's		
3.	Curing pipes		3	No's		
4.	Gunny bags		100	No's		
5.						
6.						
7.						
8.						
9.						
10.						

188918

Remarks: For B & D and F &G block road purpose for ample theater

Prepared By	G Bhagath	Approved by	Ram prasad
Sign.& Date	03.06.22	Sign. & Date	

Note:

APPROVED
07 JUN 2022
Sr. MANAGER PURCHASE

APPROVED BY
03 JUN 2022
M. RAM PRASAD (G.M.R)
Project Manager