PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/06/22	Prepared by	MINISH	Serial no.	5477
Supplier name	Venkataramana Stationery & Binding Works.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	20/06/22	PO/WO No.	89331	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	377	22/06/22	2,065/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,065/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108768 — 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:	2,065/-
Amount E – PO / WO value:	2065/-
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	05/07/2022
Remarks:	

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

APPROVED
25 JUN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 89331 Date 22/6/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 377 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse (Logistic)		5	350		1750			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		1750			
				SUB Total					
				CGST		157/50			
				SGST		157/50			
				Grand Total		2065.00		2065	00

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 95886
Date: 23/6/22
Sign:

INWARD
Inward No: 18328 Dt: 22/6/22
MRN No: 108768 Dt: 23/6/22
Received By: Sign:
SUMMIT SALES LLP

Rupees...

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

 20-06-2022 16:25:45

Purchase Order

Origi

89331
07.06.22 12:13:54

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	89331	169907
Doc Date	20-06-2022	
Quote No	Nil	
Quote Date	22-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3516 - Computers and Peripherals - Mouse - NA - nos *Logitech*	5.00	350.00	0.00	18.00	2,065.00
		Total Order Value . . .			**2,065.00**

Rupees : Two Thousand Sixty Five 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	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:	SSLLP	Date:	17.06.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	169907			
Material required before date:	19.06.2022	ID No.	77355			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP3485-Peripherals--Mouse---Nos 89331	5	0	5		
2	COMP4896-Peripherals--Bio-metric adaptor---Nos	5	0	5		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Minish					
Sign & Date:	17.06.2022					

APPROVED BY
18 JUN 2022
SOHAM MODI
MANAGING DIRECTOR