

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/06/22		Prepared by: Vanajathi		Serial no. 5487	
Supplier name: Venkataramana Stationary Bldg		Project: SALLP		HO inward no.	
Firm/Company: SLLP		PO/WO date: 18/6/22		HO received date	
PO/WO No. 89210		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	361	18/6/22	4,130/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				4,130/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 108769		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:				4,130/-	
Amount E – PO / WO value:				4,130/-	
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		4/7/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]				
Date	25/06/22				
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.com

To M/S. Summit Sales LLPOrder No 89210 Date 18/6/22

Delivery Challan No _____ Date _____

GSTIN 36ACBFS2044C1Z7Bill No. 2021-22 2022-23 **361** Date _____

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouze		✓ 10	350		3500			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

INWARD	
Inward No: 18329	Date: 22/6/22
MRN No: 108569	Date: 23/6/22
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>

Total

3500

SUB Total

CGST

315

SGST

315

Grand Total

4130

4130

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

Purchase Order

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16-06-2022 12:54:46

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



89210
07.06.22 12:13:54

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572

9849360076

Doc No	89210	169888
Doc Date	16-06-2022	
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	10.00	350.00	0.00	18.00	4,130.00
Rupees : Four Thousand One Hundred Thirty Only.					
Total Order Value . . .					4,130.00

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
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 stock replenishing purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : 17/06/2022

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		9.06.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169888	
Material required before date:		10.01.2022		ID No.		77206	
N o	Description	Size	Quantity	Units	Inward No	Date	
1.	Mouse 89210		10	Nos			
2.	Adapter bio-metric		3	Nos			
Remarks: For Stock Replenishing Purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		9.06..2022		Sign. & Date			

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



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