PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/07/22	Prepared by	MUNISH	Serial no.	5679
Supplier name	Venkataramana Stationery & Binding Works			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	27/06/22	PO/WO No.	89486.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	409.	29/06/22	19,772/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		19,772/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	109087.	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:			19,772/-
Amount E – PO / WO value:			19,772/-
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	11/07/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		02 JUL 2022			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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 89486 Date 27/6/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **409** Date 29/6/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 Ring Binder	3919	20no	180		3600			
2	whitener Pen	9609	20no	20		400			
3	CD marker	"	60no	8		480			
4	Chalk Piece		3no	180			540		
5	A4 Paper	4802	50pkt	225	11250				
6	Punch machine	8472	5no	120		600			
7	Fevistick	8506	30no	18		540			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 80900
Date: 2/7/22
Sign:

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	11250	5620	540	
CGST	675	505.8	–	
SGST	675	505.8	–	
Grand Total	12600	6631.6	540	19771-60

Rupees..

INWARD
Inward No: 18353 Dt: 30/6/22
MRN No: 109087 Dt: 01/7/22
Received By: Sign:
SUMMIT SALES LLP

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

 28-06-2022 14:09:05

89486
07.06.22 12:13:55

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**	89486	169929
	Doc Date	27-06-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	25-06-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7578 - Stationery - other - Ring Binder - other - nos *A3*	20.00	180.00	0.00	18.00	4,248.00
2	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
3	7512 - Stationery - other - CD Marker - NA - nos	60.00	8.00	0.00	18.00	566.40
4	7515 - Stationery - other - Chalkpiece - NA - boxes	3.00	180.00	0.00	0.00	540.00
5	7555 - Stationery - other - Paper - A4 - bundles	50.00	225.00	0.00	12.00	12,600.00
6	7572 - Stationery - other - Punch - 16mm - nos	5.00	120.00	0.00	18.00	708.00
7	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
					Total Order Value . . .	**19,771.60**

Rupees : Ninteen Thousand Seven Hundred Seventy One and Paise Sixty 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 for stock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Purchase Order

 28-06-2022 14:09:05 Original / Office Copy / Purchase Div.Copy

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:	25.06.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	169929			
Material required before	28.06.2022	ID No.	77502			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE8753-General Items-Ring Binder Files---A3&A5-Nos 180/-	20	9	20		
2	GENE5329-General Items-Whitners----Nos	20	10	20		
3	GENE3692-General Items-CD Marker----Nos	60	146	60		
4	GENE4023-General Items-Chalk Piece----Boxes	3	3	3		
5	GENE4663-General Items-Paper A4----Bundles 225/-	50	90	50		
6	GENE1585-General Items-Punch 16 mm----Nos 120/-	5	5	5		
7	GENE8323-General Items-Fevistick----Nos 18/-	30	20	30		
8	COMP4896-Peripherals--Bio-metric adaptor---Nos	5	0	5		
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Minish					
Sign & Date:	25.06.2022					

PO: 89486

APPROVED BY
27 JUN 2022
SOHAM MODI
MANAGING DIRECTOR