PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/07/22	Prepared by	MINISH	Serial no.	6204
Supplier name	Venkataramana Stationery & Binding Works.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	12/07/22	PO/WO No.	89934	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	461	12/07/22	3,280/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			3,280/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report				
MRN nos.:	109531		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:	3,280/-
Amount E – PO / WO value:	3,280/-
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	18/07/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		14 JUL 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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	Order No 89934 Date
	Delivery Challan No Date
GSTIN 36ACFS2044e127	Bill No. [redacted] 2022-23 461 Date 12-7-2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pencil		10 boxes	40/-	400.00				
2	Thermacole		200 nos	12/-		2400.00			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	400.00				
				SUB Total					
				CGST	24.00	216.00			
				SGST	24.00	216.00			
				Grand Total	448.00	2832.00		3280.	00

SUMMIT SALES LLP
INWARD
No: 96536
Date: 14/7/22
Sign:
R.R. DIST.

Rupees...

INWARD
Inward No: 18416 Dt: 13/7/22
MRN No: 109531 Dt: 14/7/22
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

 12-07-2022 11:24:10

89934
29.06.22 2:19:00

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	89934	169982
Doc Date	12-07-2022	
Quote No	Nil	
Quote Date	12-07-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
2 4658 - Electrical - other - Thermacol - NA - nos	200.00	12.00	0.00	18.00	2,832.00
			Total Order Value . . .		**3,280.00**

Rupees : Three Thousand Two Hundred Eighty 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
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

quisition Form						
Company Name:	SSLLP	Date:	11.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	169982			
Material required before date:		ID No.	77931			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4510-General Items-GI Buckets----Nos 89928	24	34	24		
2	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400Lmm-Sft	20	530	20		
3	GENE3681-General Items-Blue Sheet---7200Wx5400Lmm-Sft 12 x 18 24 x 18 89929	10	3888	10		
4	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	93	200		
5	HARD4242-Hardware-Hacksaw blade Single----Boxes	100	77	100		
6	STAT1112-Stationary-Pencil----Boxes	10	0	10		
7	GENE2055-General Items-Safety belt 1/2 body----Nos 89930	50	45	50		
8	GENE9357-General Items-Helmets Labour Male----Nos	100	195	100		
9	ELCD9184-Electrical-Thermocol sheet---600X1200X12 mm-Nos 89934	200	0	200		
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:						
Sign & Date:						