PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/7/22	Prepared by	Vanajakshi	Serial no.	6302
Supplier name	Venkataramana stationary & Binding works			HO inward no.	
Firm/Company	SSUP	Project	H.O	HO received date	
PO/WO date	15/6/22	PO/WO No.	89191	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	348	15/6/22	20,944/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,944/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109628 — 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:	20,944/-
Amount E – PO / WO value:	20,944/-
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	25/7/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Bhaskar			
Sign:	[signature]	APPROVED [signature]			
Date	16/7/22	16 JUL 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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 36 ACQFS 2044 C1Z7

Order No 89191/204 5014 Date 15/6/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **348** Date 15/6/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Executive Bond Paper	4802	5Pkt	320	1600				
2	A3 100GSM Paper	"	5Pkt	650	3250				
3	A4 100GSM Paper	"	5Pkt	330	1650				
4	A4 Paper 75GSM	"	50Pkt	220	11000				
5	A5 Paper	"	10Pkt	120	1200				
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	18700				
				CGST	1122				
				SGST	1122				
				Grand Total	20944			20,944	00

INWARD
Inward No: 206 Dt: 18/6/22
MRN No: 109628 Dt: 16/7/22
Received By: Soman Sign:
MODI PROPERTIES

Rupees..

SUMMIT SALES LLP
IN WARD
No: 95685
Date: 18/6/22
Sign:
R.R. DIST.

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

180

Purchase Order

 15-06-2022 12:02:38 Origin:

89191
07.06.22 12:13:53

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	**Doc No**	89191	2045014
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	15-06-2022	
	Quote No	nil	
27842572	**Quote Date**	15-06-2022	
9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	7525 - Stationery - other - Executive Bond Paper - NA - bundles	5.00	320.00	0.00	12.00	1,792.00
2	7554 - Stationery - other - Paper - A3 - bundles	5.00	650.00	0.00	12.00	3,640.00
3	7555 - Stationery - other - Paper - A4 - bundles *100GSM*	5.00	330.00	0.00	12.00	1,848.00
4	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
5	7555 - Stationery - other - Paper - A4 - bundles *A5*	10.00	120.00	0.00	12.00	1,344.00
				Total Order Value . . .		**20,944.00**

Rupees : Twenty Thousand Nine Hundred Fourty Four 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 HO use 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 : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	14.06.2022			
Site & Phase :	Head Office	Time:	01.45 PM			
Supplier:		Req. No.	2045014			
Material required before date:		ID No.	77250			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE2503-General Items-Executive Bond papers ----Bundles	05 No's - 85 GSM	320			
2	GENE5693-General Items-Paper A3----Bundles	05 No's - 100 GSM	650			
3	GENE4663-General Items-Paper A4----Bundles 89191	05 No's - 100 GSM	330	12%		
4	GENE4663-General Items-Paper A4----Bundles	50 No's	220			
5	GENE4663-General Items-Paper A5----Bundles	10 No's	120			
6						
7						
8						
9						
10						
Remarks:	Towards HO use purpose.					
	Engineer	Project Manager		Purcahse		MD
Prepared By:	G. Jai Kumar	G. Jai Kumar				
Approved By:	G. Jai Kumar					
Sign & Date:	14.06.2022					