PURCHASE DIVISION (D)
Advice for approval for credit to supplier

Date:	16/7/22	Prepared by	Vanajakshi	Serial no.	6303
Supplier name	Venkataramana Stationary & Binding works			HO inward no.	
Firm/Company	SSUP	Project	HO	HO received date	
PO/WO date	2/7/22	PO/WO No.	89622	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	420	2/7/22	22,652/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,652/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109630 — 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:	22,652/-
Amount E – PO / WO value:	22,652/-
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			
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 ~~36AQ~~ 36 ACQFS2096C127

Order No 89622 / 204575 Date
Delivery Challan No Date
Bill No. [redacted] 2022-23 **420** Date 2/7/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper.		50 Rt	225	11250				
2	A5 Paper		10 Rt	125	1250				
3	A4 Paper 100 G		5 Rt	350	1750				
4	A3 Paper 100 G		5 Rt	725	3625				
5	A3 Paper 75 G.		5 Rt	470	2350				
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	20225				
				CGST	1213.50				
				SGST	1213.50				
				Grand Total	22652			22652	✓

INWARD
Inward No: 231 Dt: 02/7/22
MRN No: 109630 Dt: 16/07/22
Received By: Samarjit Sign:
MODI PROPERTIES

Rupees...

SUMMIT SALES LLP
IN WARD
No: 96264
Date: 6/7/22
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

Purchase Order

 02-07-2022 12:05:07

89622
29.06.22 2:18:55

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	**Doc No**	89622	204515
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	02-07-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	02-07-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	225.00	0.00	12.00	12,600.00
2	7555 - Stationery - other - Paper - A4 - bundles *A5*	10.00	125.00	0.00	12.00	1,400.00
3	7555 - Stationery - other - Paper - A4 - bundles *100GSM*	5.00	350.00	0.00	12.00	1,960.00
4	7554 - Stationery - other - Paper - A3 - bundles *100GSM*	5.00	725.00	0.00	12.00	4,060.00
5	7554 - Stationery - other - Paper - A3 - bundles *75GSM*	5.00	470.00	0.00	12.00	2,632.00
				Total Order Value . . .		**22,652.00**

Rupees : Twenty Two Thousand Six Hundred Fifty Two Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

Name : ____________________

Name : ____________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	02.07.2022			
Site & Phase :	Head Office	Time:	02.55 PM			
Supplier:		Req. No.	204515			
Material required before		ID No.	77672			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4663-General Items-Paper A4----Bundles 89622	50	No's 225			
2	GENE4663-General Items-Paper A5----Bundles	10	No's 125			
3	GENE4663-General Items-Paper A4----Bundles	(100 GSM) - 05	No's 350			
4	GENE5693-General Items-Paper A3----Bundles	(100 GSM) - 05	No's 725			
5	GENE5693-General Items-Paper A3----Bundles	(75 GSM) - 05	No's 470			
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:	02.07.2022					