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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/07/22	Prepared by	Vanajakshi	Serial no.	6300
Supplier name	Venkataramana Stationary & Binding works			HO inward no.	
Firm/Company	SS UP	Project	H O	HO received date	
PO/WO date	12/7/22	PO/WO No.	89917	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	460	12/7/22	12,508/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,508/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	109633	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:	12,508
Amount E – PO / WO value:	12,272
Amount F – Difference (A – E):	236/-
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:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	16/7/22				
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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP
36 ACQFS2044C1Z7
GSTIN ~~36 AEJPP5811M1Z2.~~

Order No 89917 Date 12/7/22
Delivery Challan No Date
Bill No. [redacted] 2022-23 **460** Date 12-7-22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box files		100 nos	54/-		5400.00			
2	Voucher files		100 nos	52/-		5200.00			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 300 Dt: 12/7/22
MRN No: 109633 Dt: 16/7/22
Received By: Samarjit Sign:
MODI PROPERTIES

Total		10,600.00			
SUB Total					
CGST		954.00			
SGST		954.00			
Grand Total		12508.00		12508	00

Rupees..

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 96534
Date: 14/7
Sign:

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

 14-07-2022 17:34:12

89917
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	89917	204518
Doc Date	11-07-2022	
Quote No	nil	
Quote Date	08-07-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos	100.00	54.00	0.00	18.00	6,372.00
2	7508 - Stationery - other - Box file - small - nos	100.00	50.00	0.00	18.00	5,900.00
			Total Order Value . . .			**12,272.00**

Rupees : Twelve Thousand Two Hundred Seventy Two 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 Head Office 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:	08.07.2022			
Site & Phase :	Head Office	Time:	12:39			
Supplier:		Req. No.	204518			
Material required before		ID No.	77928			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT1112-Stationary-Pencil----Boxes	2	0			
2	STAT2733-Stationary-pen-black color-Cello Fine grip--Nos	30				
3	STAT3692-Stationary-CD Marker----Nos	10				
4	STAT5329-Stationary-Whitners----Nos	10				
5	STAT6002-Stationary-Box File Big----Nos → PO: 89917	100				
6	STAT6823-Stationary-Box File Small----Nos	100				
7	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	30				
8	STAT7883-Stationary-Stapler Pins-10----Boxes	2				
9	STAT8366-Stationary-Binder Clips ---15to25mm&32 mm-Nos	02 (Box)				
10	STAT8951-Stationary-Stapler Big-45----Nos	3				
11	STAT9799-Stationary-File folder-L----Nos	50				
12	STAT4163-Stationary-Punch Big----Nos	5				
13	STAT3016-Stationary-Project Folder---A3&A4-Nos	300 (A4)				
14						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	08.07.2022					