10

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/7/22	Prepared by	Vanajakshi	Serial no.	6376
Supplier name	Venkataramana Stationary & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	18/7/22	PO/WO No.	90145	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	497	20/7/22	12,600/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12600/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	109836	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:	12,600/-
Amount E – PO / WO value:	12,600/-
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	1/08/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vnj				
Date	22/7/22				
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.

[illegible].ca

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
M.G. Road

GSTIN 36ACQFS2044C1Z7

Order No 90145 Date 18/7/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **497** Date 20/7/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Paper A.4		50	225	11250			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total	11250			
				SUB Total				
				CGST	675			
				SGST	675			
				Grand Total	12,600			12,600-00

INWARD
Inward No: 323 Dt: 20/7/22
MRN No: 109836 Dt: 20/7/22
Received By: [signature] Sign:
MODI PROPERTIES

Rupees..........

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

90145
14.07.22 12:47:27

 18-07-2022 15:18:25

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**	90145	204519
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	18-07-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	16-07-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	225.00	0.00	12.00	12,600.00
					Total Order Value . . .	**12,600.00**

Rupees : Twelve Thousand Six Hundred 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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	we reserve tha right to reject items not conforming to quality and specifications. Above order for head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

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:	16.07.2022			
Site & Phase :	Head Office	Time:	12:23			
Supplier:		Req. No.	204519			
Material required before date:		ID No.	78099			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4663-Stationary-Paper A4----Bundles	50	0	No's		
2	Po:90145					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	16.07.2022					

APPROVED
18 JUL 2022
F. PRABHAKAR
Sr. MANAGER PURCHASE