PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	26/7/22	Prepared by	Manoj	Serial no.	6610
Supplier name	Venkatramana stationery & Binders			HO inward no.	
Firm Company	SSLLP	Project	SHLLP	HO received date	
PO WO date	21/7/22	PO/WO No.	90240	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	512	23/7/22	7,316/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,316/-
Proof of delivery by way of ✓ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109946	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:	7,316/-
Amount E – PO / WO value:	7,316/-
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	1/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	26/7/22				
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

GSTIN 36 ACQFS 2044 C1Z7

Order No 90240/17007 Date

Delivery Challan No Date

Bill No. [redacted] 2022-23 **512** Date 23/7/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A/3 Sheet protectors		2000	6		1200			
2	A/4 Sheet protectors		3000	6		1800			
3	Stapler (BM) 45		10 no	250		2500			
4	Punch Machine		5 no	140		700			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		6200			
				CGST		558			
				SGST		558			
				Grand Total		7316		7316.	00

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 97060
Date: 26/7
Sign:

Rupees.........

INWARD
Inward No: 18469 Dt: 25/7/22
MRN No: 109946 Dt: 26/7/22
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

 21-07-2022 11:43:55 Or

90240
14.07.22 12:47:28

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.	**Doc No**	90240	170007
	Doc Date	21-07-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	18-07-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos *A4*	200.00	6.00	0.00	18.00	1,416.00
2	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos *A3*	300.00	6.00	0.00	18.00	2,124.00
3	895100 - STAT-Stationary - Stapler Big-45-- - - - Nos	10.00	250.00	0.00	18.00	2,950.00
4	158500 - STAT-Stationary - Punch 16 mm-- - - - Nos	5.00	140.00	0.00	18.00	826.00
					Total Order Value . . .	**7,316.00**

Rupees : Seven Thousand Three Hundred Sixteen 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 forstock repleneshing 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

Name : 25/07/22

Accepted the above Terms And Conditions

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

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP					
Site & Phase :	SHLLP	Date:	18.07.2022			
Supplier:		Time:	11:00			
Material required before date:		Req. No.	170007			
S No	Item	ID No.	78185			
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT3016-Stationary-Project Folder---A3&A4-Nos A 4-200, A3-300	500	474	500		
2	STAT8951-Stationary-Stapler Big-45----Nos 90240	10	0	10		
3	STAT1585-Stationary-Punch 16 mm----Nos	5	0	5		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing Purpose.					
	Engineer					
Prepared By:	N.Vanajakshi	Project Manager		Purchase		MD
Approved By:						
Sign & Date:						

APPROVED BY
18 JUL 2022
SOHAM MODI
MANAGING DIRECTOR