

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 26/7/22		Prepared by: <i>[Signature]</i>		Serial no. 6610	
Supplier name: Venkatraman stationery & Bindery		Project: STHUP		HO inward no.	
Firm Company: STHUP		PO/WO No. 90240		HO received date	
PO/WO date: 21/7/22				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
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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:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
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.

2200

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

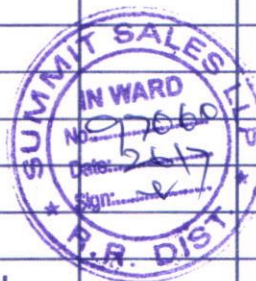
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLPOrder No 90240/17007 Date

Delivery Challan No Date

Bill No. 2022-23 512 Date 23/7/22GSTIN 36AEJPP5811M1Z2

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A13 Sheet protectors ✓		2000	6		1200			
2	A14 Sheet protectors ✓		3000	6		1800			
3	Scaper (BMP) 45 ✓		1000	250		2500			
4	Punch Machine ✓		50	140		700			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees. INWARD
 Inward No: 18469 Dt: 25/7/22
 MRN No: 109946 Dt: 26/7/22
 Received By: [Signature] Sign: [Signature]

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

Total			
SUB Total	6200		
CGST	558		
SGST	558		
Grand Total	7316	7316.00	

2000/1/1

2000/1/1

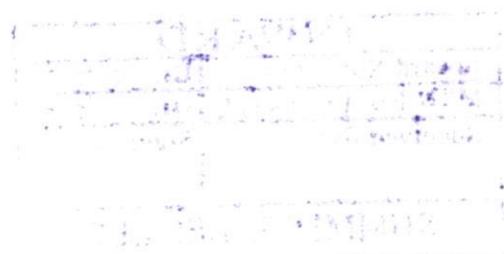
2000/1/1

2000/1/1

1350
1600
2500
400

2000
2000
2000
2000

2000
2000
2000
2000



2000
2000
2000
2000

2000/1/1

2000/1/1

Purchase Order

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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.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	90240	170007
Doc Date	21-07-2022	
Quote No	nil	
Quote Date	18-07-2022	
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
Penalty 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 stock replenishing purpose.
Completion Date	Nil
Measurement	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 : 25/07/22

Name : _____

Date : ___/___/___

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

APPROVED BY
18 JUL 2022
SOHAM MODI
MANAGING DIRECTOR

