

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 26/7/22		Prepared by: <i>[Signature]</i>		Serial no. 202-661	
Supplier name: Venkataramu stationery & Binding		Project: SHKUP		HO inward no.	
Firm Company: SSKUP		PO/WO No. 90287		HO received date	
PO/WO date: 21/7/22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	511	23/7/22	6,884/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):		6,884/-
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 109945	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:		6,884/-
Amount E - PO / WO value:		6,884/-
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.

138-10

TAX INVOICEPh: 040 - 27842572
Cell: 9849360076 / 99665 18678**VENKATARAMANA STATIONERY AND BINDING WORKS****Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available**

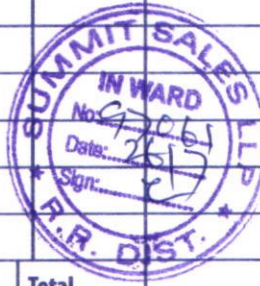
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLPOrder No 90287/170006 Date

Delivery Challan No Date

GSTIN 36 ACP RS 2044 C1Z7Bill No. 2021-22 2022-23 **511** Date 23/7/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Pens ✓		2000	3		600		
2	Whitens ✓		1000	20		200		
3	Binder clips 25mm ✓		4800	48		2304		
4	Binder clips 15mm ✓		4800	25		1200		
5	Self-stick Pads ✓		1000	12		480		
6	Permanent Markers ✓		3000	15		450		
7	Permanent Marker ✓		4000	15		600		
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20								
Rupees					Total			
					SUB Total	5834		
					CGST	525.06		
					SGST	525.06		
					Grand Total	6884.12		6884.12



INWARD	
Inward No: <u>12068</u>	Di: <u>28/7/22</u>
MRN No: <u>109905</u>	Di: <u>28/7/22</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
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**

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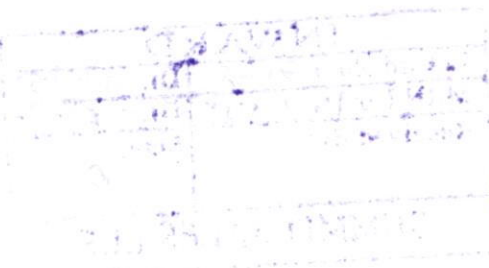
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Purchase Order

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21-07-2022 15:50:51

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



90287

14.07.22 12:47:28

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003. GSTIN 36AEJPP5811M1Z2 27842572 9849360076	Doc No	90287	170006
	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 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	3.00	0.00	18.00	708.00
2 532900 - STAT-Stationary - Whitners-- - - - Nos	10.00	20.00	0.00	18.00	236.00
3 313400 - STAT-Stationary - Binder Clips-- - 25mm - Nos	48.00	48.00	0.00	18.00	2,718.72
4 836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos	48.00	25.00	0.00	18.00	1,416.00
5 522200 - STAT-Stationary - Scribling Pads-- - - - Nos	40.00	12.00	0.00	18.00	566.40
6 276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	30.00	15.00	0.00	18.00	531.00
7 587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	40.00	15.00	0.00	18.00	708.00
Total Order Value . . .					6,884.12
Rupees : Six Thousand Eight Hundred Eighty Four and Paise Twelve 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
Measurment	Nil
Security	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 25/07/22

Name : _____

Date : ___/___/___

Purchase Order

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Original / Office Copy / Purchase Div.Copy

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		SSLIP		Date:		18.07.2022			
Site & Phase :		SHLLP		Time:		11:00			
Supplier:				Req. No.		170006			
Material required before date:				ID No.		78184			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	GENE4510-General Items-GI Buckets----Nos	24	26	24					
2	HARD4242-Hardware-Hacksaw blade Single----Boxes	100	67	100					
3	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	40	200					
4	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	553	200					
5	STAT5329-Stationary-Whitners----Nos	10	10	10					
6	STAT3134-Stationary-Binder Clips ---25mm-Nos	48	40	48					
7	STAT8366-Stationary-Binder Clips ---15mm-Nos	48	46	48					
8	STAT5222-Stationary-Scribling Pads----Nos	40	0	40					
9	STAT2767-Stationary-Permanent Marker ---Black-Nos	30	10	30					
10	STAT5876-Stationary-Permanent Marker ---Red-Nos	40	10	40					
Remarks:		For Stock replenishing Purpose.							
Prepared By:		Engineer		Project Manager		Purchase		MD	
Approved By:		N. Vanajakshi							
Sign & Date:									

APPROVED BY

18 JUL 2022

SCHAMMADI
MANAGING DIRECTOR

