PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/7/22	Prepared by	Monu	Serial no.	.. 661.
Supplier name	Venkataramana stationary & Binding			HO inward no.	
Firm/Company	SSHLP	Project	SHLP	HO received date	
PO/WO date	21/7/22	PO/WO No.	90287	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:	Monu				
Sign:	Monu				
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 90287/170006 Date

Delivery Challan No Date

Bill No. [redacted] 2022-23 **511** Date 23/7/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pens ✓		200	3		600			
2	Whitners ✓		10N	20		200			
3	Binder clips 25mm ✓		48pc	48		2304			
4	Binder clips 15mm ✓		48pc	25		1200			
5	Signing Pads ✓		40N	12		480			
6	Permanent Markers ✓		30N	15		450			
7	Permanent Marker ✓		40N	15		600			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		5834			
				CGST		525.06			
				SGST		525.06			
				Grand Total		6884.12		6884.	12

SUMMIT SALES LLP
IN WARD
No: 97061
Date: 26/7
Sign:
R.R. DIST.

INWARD
Inward No: 18468 Dt: 28/7/22
MRN No: 109945 Dt: 28/7/22
Received By: Sign:
SUMMIT SALES LLP

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

 21-07-2022 15:50:51

90287
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	**Doc No**	90287	170006
1-5-85, General Bazar, Sec-Bad -500 003.	**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	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
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 stock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

25/07/22

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

 21-07-2022 15:50:51 Original / Office Copy / Purchase Div.Copy

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Name : 25/07/22

Name : ______________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	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 repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:						
Sign & Date:						

90287

APPROVED BY
18 JUL 2022
SOHAM MODI
MANAGING DIRECTOR