PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/7/22	Prepared by	Vanajakshi	Serial no.	6576
Supplier name	SS Venkataramana Stationary & Binding			HO inward no.	
Firm/Company	SSCP	Project	SHLP	HO received date	
PO/WO date		PO/WO No.	90136	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	510	23/7/22	1,416/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,416/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 109944	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:	1,416/-
Amount E – PO / WO value:	1,416/-
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	8/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	(signature)				
Date	30/7/22				
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 Salons LLP

GSTIN 36 ACQFS 2044 C1Z7

Order No 90136/109985 Date

Delivery Challan No Date

Bill No. [redacted] 2022-23 510 Date 23/7/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Electrial Thermacol		100 nos	12/-		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		1200			
				CGST		108			
				SGST		108			
				Grand Total		1416		1416.	00

INWARD
Inward No: Dt:
~~MRN No:~~ 18467 Dt: 25/7/22
Received By: Sign:
MRN- 109944 26/7/22
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 97259
Date: 30/7
Sign:
R.R. DIST.

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

 26-07-2022 4:01:51 PM

90136
14.07.22 12:47:27

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**	90136	169985
	Doc Date	18-07-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	11-07-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4658 - Electrical - other - Thermacol - NA - nos	100.00	12.00	0.00	18.00	1,416.00
			Total Order Value . . .			**1,416.00**

Rupees : One Thousand Four 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 for stock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
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:	SSLLP	Date:	11.07.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	169985			
Material required before date:	15.07.2022	ID No.	~~77892~~	77982		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELCD1980-Electrical-Conducting Bends -PVC--25X1.5mm-Nos.	300	315	300		
2	ELCD3590-Electrical-Conducting Pipe -PVC--25X1.2mm-Nos.	100	519	100		
3	ELCD9175-Electrical-Deep box -PVC--25mm-Nos.	360	244	360		
4	ELCD1980-Electrical-Conducting Bends -PVC--25X1.5mm-Nos.	500	938	500		
5	ELCD4680-Electrical-Insulation tapes---20nos-Boxes 90037	540	310	540		
6	ELCD9184-Electrical-Thermocol sheet---600X1200X12 mm-Nos. 90036	100	210	100		
7	ELCD5567-Electrical-Round covers -PVC--75mm-Nos.	500	102	500		
8	ELSW5195-Electrical-MCB Dummies-PVC-Wipro NW--Nos.	20	0	20		
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					APPROVED BY
Approved By:	Prabahkar					13 JUL 2022
Sign & Date:	11.07.2022					SOHAM MODI MANAGING DIRECTOR