PURCHASE DIVISION
Advice for approval for credit to supplier

e

Date:	17/8/22	Prepared by	prasanna	Serial no.	1223
Supplier name	Venkataramana Stationers and Binding Works			HO inward no.	
Firm/Company	SSLLP	Project		HO received date	
PO/WO date		PO/WO No.	90792	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	582	08/08/22	10,976=00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,976=00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	10,976=00
Amount E – PO / WO value:	10,976=00
Amount F – Difference (A – E):	NIL
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	22/08/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		17 AUG 2022			
Date		P. PRADHAMAN MANAGER PURCHASE			
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 90792 Date 8/8/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 582 Date 9/8/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 paper 100GSm	4802	5Pkt	780	3900				
2	Ledger paper	"	5Pkt	420	2100				
3	A4 paper 100GSm	"	5Pkt	400	2000				
4	Executive Bond paper	"	5Pkt	360	1800				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	9800				
				CGST	588				
				SGST	588				
				Grand Total	10976			10,976	00

INWARD
Inward No: 363 Dt: 8/8/22
MRN No: Dt:
Received By: Samarai Sign:
MODI PROPERTIES

Rupees..

SUMMIT SALES
INWARD
No: 97725
Date: 12/8/22
Sign:
R.R. DIST.

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

 08-08-2022 17:46:06

Purchase Order

90792
29.07.22 12:09:35

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**	90792	204522
	Doc Date	08-08-2022	
GSTIN 36AEJPP5811M1Z2	**Quote No**	nil	
27842572 9849360076	**Quote Date**	06-08-2022	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	569300 - STAT-Stationary - Paper A3-- - - - Bundles *100GSM*	5.00	780.00	0.00	12.00	4,368.00
2	187000 - STAT-Stationary - Ledger Papers-- - - - Bundles *Green*	5.00	420.00	0.00	12.00	2,352.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100GSM*	5.00	400.00	0.00	12.00	2,240.00
4	250300 - STAT-Stationary - Executive Bond papers -- - - - Bundles	5.00	360.00	0.00	12.00	2,016.00
					Total Order Value . . .	**10,976.00**

Rupees : Ten Thousand Nine Hundred Seventy Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Head Office purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 10/08/22

Name : ______________________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Date : __/__/____

Requisition Form							
Company Name:	Summit Sales LLP Common Expenses	Date:	06.08.2022			
Site & Phase :	Head Office	Time:	2:49			
Supplier:		Req. No.	204522			
Material required before date:		ID No.	78695			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5693-Stationary-Paper A3----Bundles	05 (100 GSM)	0			
2	STAT1870-Stationary-Ledger Papers----Bundles	05 (Green)				
3	STAT4663-Stationary-Paper A4----Bundles AV 90791 90792	50	2			
4	STAT4663-Stationary-Paper A4----Bundles	05 (100 GSM)				
5	STAT2503-Stationary-Executive Bond papers ----Bundles	5				
6						
7						
8						
9						
10						
11						
12						
13						
14						
Remarks:						
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G		10 AUG 2022			
Sign & Date:	08.07.2022		MINISH PARIKH MANAGER PROCUREMENT			