PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/8/22	Prepared by	Prabhakar	Serial no.	. L 7402
Supplier name	Venkataramana stationery & binding works			HO inward no.	
Firm/Company	SSIIP	Project	SHIIP	HO received date	
PO/WO date	3/8/22	PO/WO No.	90639	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	615	3/8/22	2950/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,950/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 110812	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:	2,950/-
Amount E – PO / WO value:	2,950/-
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	29/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	Ramakar			
Sign:	22/8/22	APPROVED			
Date		2 2 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

MANAGER PURCHASE

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 36ACQFS2044C1Z7

Order No 90639/170004 Date 3/8/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 615 Date 18/8/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	KeyBoard ✓		2no	375		750			
2	mouse ✓		5no	350		1750			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total						
			SUB Total			2500			
			CGST			225			
			SGST			225			
			Grand Total			2950		2950-00	

Rupees..

INWARD
Inward No: 18566 Dt: 18/8/22
MRN No: 110812 Dt: 19/8/22
Received By: Sign:
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

SUMMIT SALES LLP IN WARD No: 97970 Date: 19/8/22 Sign: DIST.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

03-08-2022 12:59:41

90639
29.07.22 12:09:34

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
27812572 9849360076

Doc No	90639	170004
Doc Date	03-08-2022	
Quote No	Nil	
Quote Date	03-08-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3511 - Computers and Peripherals - Key board - NA - nos	2.00	375.00	0.00	18.00	885.00
2 3516 - Computers and Peripherals - Mouse - NA - nos	5.00	350.00	0.00	18.00	2,065.00

Total Order Value . . . **2,950.00**

Rupees : Two Thousand Nine Hundred Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of Logitech brand
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 maintainance purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorized Signatory

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Date

Date

Requisition Form						
Company Name:	SSLLP	Date:	18.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170004			
Material required before date:		ID No.	78178			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP8921-Peripherals-Keyboard----Nos ~~9020~~ 90639	2	3	2		
2	COMP3485-Peripherals-Mouse----Nos	5	4	5		
3	COMP8311-Peripherals-Printer cable----Nos	5	0	5		
4	COMP6291-Peripherals-Power cable----Nos	3	0	3		
5	COMP5576-Peripherals-HDMI cable----Nos 90639	3	0	3		
6	COMP9194-Peripherals-USB drive-- Sandisk-32GB-Nos	3	3	3		
7	COMP4966-Peripherals-Toner--HP-12A-Nos	3	0	3		
8	COMP7995-Peripherals-Toner--Richo--Nos	3	0	3		
9	COMP4896-Peripherals-Bio-metric device adaptor----Nos	5	0	5		
10	COMP1566-Peripherals-Camera --Canon-IXUS--Nos	3	0	3		
Remarks:	For Stock repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:						APPROVED BY 18 JUL 2022
Sign & Date:						SOHAM MODI MANAGING DIRECTOR