PURCHASE DIVISION
Advice for approval for credit to supplier (B)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Date: | 10/09/22 | Prepared by | Vanajarthi | | Serial no. | | 8123 |
| Supplier name | Venkataramana stationary & Binding works | | | | HO inward no. | | |
| Firm/Company | SSUP | Project | SHUP | | HO received date | | |
| PO/WO date | 6/9/22 | PO/WO No. | 91601 | | Scan ID. | | |
| Sl no. | Bill no. | | Bill date | | Bill amount | | Original attached |
| 1. | 676 | | 6/9/22 | | 6,372/- | | ✓ ☐ Yes ☐ No |
| 2. | | | | | | | ☐ Yes ☐ No |
| 3. | | | | | | | ☐ Yes ☐ No |
| 4. | | | | | | | ☐ Yes ☐ No |
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | | | | | 6,372/- |
| 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: | | | | | | | 6,372/- |
| Amount E – PO / WO value: | | | | | | | 6,372/- |
| 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 | | | 19/09/22 | | | | |
| Remarks: | | | | | | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajarthi | | | | |
| Sign: | Vanaja | | | | |
| Date | 10/09/22 | | | | |
| 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.

# Purchase Order

 06-09-2022 11:53:07

91601
01.09.22 10:54:25

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
27842572 9849360076

| | | |
|---|---|---|
| **Doc No** | 91601 | 204526 |
| **Doc Date** | 06-09-2022 | |
| **Quote No** | Nill | |
| **Quote Date** | 29-08-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 600200 - STAT-Stationary - Box File Big-- - - - Nos | 50.00 | 55.00 | 0.00 | 18.00 | 3,245.00 |
| 2 | 682300 - STAT-Stationary - Box File Small-- - - - Nos | 50.00 | 53.00 | 0.00 | 18.00 | 3,127.00 |
| | Rupees : Six Thousand Three Hundred Seventy Two Only. | | | **Total Order Value . . .** | | **6,372.00** |

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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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

06/09/22

Name :

Contact . .

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

Name :

Date : __/__/____

# Requisition Form

| | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | Summit Sales LLP Common Expenses | Date: | 29.08.2022 | | | |
| Site & Phase : | Head Office | Time: | 10:53 | | | |
| Supplier: | | Req. No. | 204526 | | | |
| Material required before date: | | ID No. | 79270 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | STAT6002-Stationary-Box File Big----Nos | 50 | 55 | | | |
| 2 | STAT6823-Stationary-Box File Small----Nos | 50 | 53 | 18%. | | |
| 14 | | | | | | |
| Remarks: | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Jai Kumar. G | Jai Kumar | | | | |
| Approved By: | Jai Kumar. G | | | | | |
| Sign & Date: | 29.08.2022 | | | | | |

PO: 91601

APPROVED
06 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

## 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 91601 Date 6/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 676 Date 6/9/22

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Box File Big | | 50 | 55 | | 2750 | | | |
| 2 | Box File Small | | 50 | 53 | | 2650 | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
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| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| | | | | **Total** | | 5400 | | | |
| | | | | **SUB Total** | | | | | |
| | | | | **CGST** | | 486 | | | |
| | | | | **SGST** | | 486 | | | |
| | | | | **Grand Total** | | 6372 | | 6372 | 00 |

INWARD
Inward No: 486 Dt: 6/9/22
MRN No: Dt:
Received By: Sapparsith Sign:
MODI PROPERTIES

**Rupees**........................................

SUMMIT SALES LLP
INWARD
No: 98806
Date: 8/9/22
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