PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	10/09/22	Prepared by	Vanajakshi	Serial no.	8122
Supplier name	Venkataramana Stationary (Binding works)			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	2/9/22	PO/WO No.	91556	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	675	6/9/22	26,424/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,424/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	111568	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:	26,424/-
Amount E – PO / WO value:	26,424/-
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:	Vanajakshi	APPROVED			
Sign:	Vanaja	12 SEP 2022			
Date	10/09/22	MINISH PARIKH MANAGER PROCUREMENT			
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 36ACBFS2044C1Z

Order No 91556 Date 2/9/22

Delivery Challan No Date 2/

Bill No. [redacted] 2022-23 **675** Date 6/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 Paper 100 Gsm		5	870	4350				
2	A4 Paper		50	270	13500				
3	A4 Paper 100 GSM		5	435	2175				
4	Excutive Paper		5	350	1750				
5	Box File Rexine		15	115		1725			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	21775	1725			
				SUB Total					
				CGST	1306/50	155/25			
				SGST	1306/50	155/25			
				Grand Total	24388	2035/50		26423	50

INWARD
Inward No: 487 Dt: 6/9/22
MRN No: 111568 Dt: 10/09/22
Received By: Jamarnath Sign:
MODI PROPERTIES

Rupees...

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SUMMIT SALES LLP
IN WARD
No: 98797
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

Purchase Order

 06-09-2022 11:41:35

91556
01.09.22 10:54:24

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**	91556	204527
	Doc Date	02-09-2022	
	Quote No	Nill	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-08-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	569300 - STAT-Stationary - Paper A3-- - - - Bundles *100 GSM*	5.00	870.00	0.00	12.00	4,872.00
2	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100 GSM*	5.00	435.00	0.00	12.00	2,436.00
4	250300 - STAT-Stationary - Executive Bond papers -- - - - Bundles	5.00	350.00	0.00	12.00	1,960.00
5	600200 - STAT-Stationary - Box File Big-- - - - Nos *(Rexine)*	15.00	115.00	0.00	18.00	2,035.50
					Total Order Value . . .	**26,423.50**

Rupees : Twenty Six Thousand Four Hundred Twenty Three and Paise Fifty 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 : 06/09/22

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:	2:09			
Supplier:		Req. No.	204527			
Material required before date:		ID No.	79296			
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	STAT4663-Stationary-Paper A4----Bundles	50				
3	STAT4663-Stationary-Paper A4----Bundles PO: 91556.	05 (100 GSM)				
4	STAT2503-Stationary-Executive Bond papers ----Bundles	5				
5	STAT6002-Stationary-Box File Big ----Nos	(Rexine) 15				
6						
7						
8						
9						
10						
11						
12						
13						
14						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	29.08.2022					

APPROVED
06 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT