PURCHASE DIVISION
Advice for approval for credit to supplier

8431

nDate:	16/09/22	Prepared by	Vanajakshi	Serial no.	8431
Supplier name	Venkataramana stationary & Binding works			HO inward no.	
Firm/Company	SSLP	Project	SHLP	HO received date	
PO/WO date	2/09/22	PO/WO No.	91535	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	698	10/09/22	2,065/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,065/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	111707	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:	2,065/-
Amount E – PO / WO value:	2,065/-
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	26/09/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	16/09/22				
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

 02-09-2022 16:36:16

91535
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.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	91535	170141
Doc Date	02-09-2022	
Quote No	Nil	
Quote Date	02-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	350.00	0.00	18.00	2,065.00
			Total Order Value . . .			**2,065.00**

Rupees : Two Thousand Sixty Five Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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	

Toni

For *Summit Sales LLP*
Authorised Signatory

Venu 03/09/22

Name :

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

Name :

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	29.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170141			
Material required before date:		ID No.	79367			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP3485-Peripherals-Mouse----Nos 91535	5	0	5		
2	COMP4896-Peripherals-Bio-metric device adaptor----Nos	3	0	3		
3	COMP1120-Peripherals-Laptop computer----Nos	3	1	3		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
03 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
- 1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

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 91535 / 170141 Date 2/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 698 Date 10/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse		5no	350		1750			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total						
			SUB Total			1750			
			CGST			157.5			
			SGST			157.5			
			Grand Total			2065		2065	0

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99052 Date: 15/9/22 Sign:

Rupees..

INWARD
Inward No: 18677 Dt: 13/9/22
MRN No: 111707 Dt: 15/9/22
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature