(6)

PURCHASE DIVISION

Advice for approval for credit to supplier

nDate:	16/09/22	Prepared by	Vanajarshi	Serial no.	8132
Supplier name	Venkataramana stationary & Binding works			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	2/09/22	PO/WO No.	91531	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	697	10/09/22	18,837/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):				18,837/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report				
MRN nos.:	111706		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:				18,837/-
Amount E – PO / WO value:				18,837/-
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:	Vanajarshi				
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

 03-09-2022 12:03:34

91531
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	**Doc No**	91531	170148
1-5-85, General Bazar, Sec-Bad -500 003.	**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	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	5.00	180.00	0.00	0.00	900.00
2	880000 - STAT-Stationary - Gum-- - 150ml - Nos	5.00	40.00	0.00	18.00	236.00
3	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	8.00	0.00	18.00	944.00
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	275.00	0.00	12.00	15,400.00
5	111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	40.00	0.00	18.00	472.00
6	158500 - STAT-Stationary - Punch 16 mm-- - - - Nos	5.00	150.00	0.00	18.00	885.00
					Total Order Value . . .	**18,837.00**

Rupees : Eighteen Thousand Eight Hundred Thirty Seven Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
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 Repleneshing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Venu 03/09/22

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Requisition Form						
Company Name:	SSLLP	Date:	29.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170148			
Material required before date:		ID No.	79374			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4023-Stationary-Chalk Piece----Boxes 180 + [illegible]	5	0	5		
2	STAT8800-Stationary-Gum---150ml-Nos 40 + 18%	5	7	5		
3	STAT9799-Stationary-File folder-L----Nos 8 + 18%	100	61	100		
4	STAT4663-Stationary-Paper A4----Bundles [illegible] + 12	50	46	50		
5	STAT1112-Stationary-Pencil----Boxes 40 + 18%	10	12	10		
6	STAT1585-Stationary-Punch 16 mm----Nos 150 + 18%	5	4	5		
7	91531					
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