PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/9/22	Prepared by	Kavitha	Serial no.	
Supplier name	venkataramana stationery & binding.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	2/9/22	PO/WO No.	91549	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	696	10/9/22	13072/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			13072/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	111708	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:			13072/-
Amount E – PO / WO value:			13072/-
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	26/9/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	16/9/22				
Date					
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 36 ACQFS 2044 C1Z7

Order No 91549/170147 Date 2/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 696 Date 10/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Keychain Ring	4403	200no	6		1200			
2	Ball pens	9609	300no	3		900			
3	Permanent marker	"	90no	15		1350			
4	Binder clips 25mm	4403	48Pkt	36		1728			
5	Sticker Label	4821	10Pkt	280		2800			
6	Project folder	3919	300no	6		1800			
7	Whiteners	9609	20no	20		400			
8	Stamp Pad	9612	30no	30		900			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		11078			
				CGST		997.02			
				SGST		997.02			
				Grand Total		13072.04		13072-	04

Rupees..

INWARD
Inward No: 8672 Dt: 13/9/22
MRN No: 111708 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. 06910010270?

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 99117 Date: 16/9/22 Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 03-09-2022 10:02:17

91549
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**	91549	170147
	Doc Date	02-09-2022	
	Quote No	nil	
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	162400 - CONS-Consumables - Keychain+rings-- - - - Nos	200.00	6.00	0.00	18.00	1,416.00
2	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	3.00	0.00	18.00	708.00
3	913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	100.00	3.00	0.00	18.00	354.00
4	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	50.00	15.00	0.00	18.00	885.00
5	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	40.00	15.00	0.00	18.00	708.00
6	313400 - STAT-Stationary - Binder Clips-- - 25mm - Nos	48.00	36.00	0.00	18.00	2,039.04
7	167000 - STAT-Stationary - Lable Sheet book-- - - - Sheets	10.00	280.00	0.00	18.00	3,304.00
8	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	300.00	6.00	0.00	18.00	2,124.00
9	532900 - STAT-Stationary - Whitners-- - - - Nos	20.00	20.00	0.00	18.00	472.00
10	772600 - STAT-Stationary - Stamp Pad-- - - - Nos	30.00	30.00	0.00	18.00	1,062.00
					Total Order Value . . .	**13,072.04**

Rupees : Thirteen Thousand Seventy Two and Paise Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	Next Day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil

For ***Summit Sales LLP***
Authorised Signatory

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

Name : 06/09/22 Name : ______ Date : __/__/____

Purchase Order

 03-09-2022 10:02:17 Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	W e reserve the right to reject items not conforming quality and specifications. Above order for stock repeleneshing purpose.
Completion Date	NA
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 invoice must be sent to HO Office or Purchase site office.Proof of dellvery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	29.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170147			
Material required before date:		ID No.	79373			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS1624-Consumables-Keychain+rings----Nos	200	139	200		
2	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	200	200		
3	STAT9137-Stationary-pen-Red color-Cello Fine grip--Nos	100	280	100		
4	STAT2767-Stationary-Permanent Marker ---Black-Nos	50	7	50		
5	STAT5876-Stationary-Permanent Marker ---Red-Nos	40	7	40		
6	STAT3134-Stationary-Binder Clips ---25MM-Nos	48	38	48		
7	STAT1670-Stationary-Lable Sheet book----Sheets	10	0	10		
8	STAT3016-Stationary-Project Folder---A3&A4-Nos	300	74	300		
9	STAT5329-Stationary-Whitners----Nos	20	5	20		
10	STAT7726-Stationary-Stamp Pad----Nos	30	13	30		
Remarks:	For Stock Repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

PO:91549

APPROVED BY
-1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR