

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 29/10/22		Prepared by: P. Pradeep Kumar		Serial no.: 8867	
Supplier name: Venkataramana Stationary and Binding works		Project: SHLLP		HO inward no.:	
Firm Company: BSLLP		PO WO No.: 91927		HO received date:	
PO WO date: 14/9/22		Scan ID:			

Sl no.	Bill no	Bill date	Bill amount	Original attached
1.	720	14/9/22	6372-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges): 6372-00		
Proof of delivery by way of: ☒ DC's 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 (A - B - C) - Amount to be credited to the supplier:		6372-00
Amount E - PO / WO value:		6372-00
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	3/10/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k P. Pradeep Kumar Sr. Manager Purchase	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 weightment 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: venkataramana.bindingworks@gmail.com

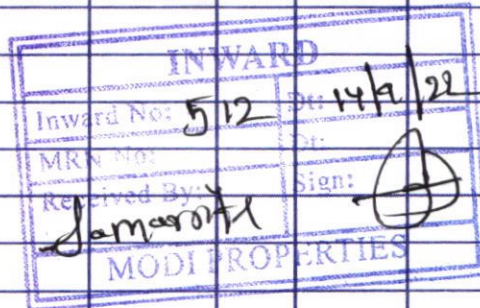
To Summit Sales LLP
M/SOrder No 91927 Date 14/9/22

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2Bill No. 2021-22 2022-23 **720** Date _____

SI 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									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Note: Bills received on 14/9/22



Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

5400

486

486

6372

6372 00

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

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14-09-2022 3:17:13 PM



91927

01.09.22 11:06:45

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	91927	204528
Doc Date	14-09-2022	
Quote No	NIL	
Quote Date	07-09-2022	
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
Total Order Value . . .					6,372.00

Rupees : Six Thousand Three Hundred Seventy Two 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
Penalty 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

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__