PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/09/22	Prepared by	prabhakar	Serial no.	8866
Supplier name	Venkataramana Stationery and Binding Works			HO inward no.	
Firm Company	BSLLP	Project	BHLLP.	HO received date	
PO/WO date	13/9/22	PO/WO No.	91967	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	713.	13/09/22	21,672.00	☑ Yes □ No
2.			21,952-00	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		21,952-00	21,672.00
Proof of delivery by way of: ☑ DCs/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 (D=A+B-C) – Amount to be credited to the supplier:		21952-00	21,672-00
Amount E – PO / WO value:			21,672.00
Amount F – Difference (A – E):			280-00.
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:		APPROVED			
Sign:					
Date		29 SEP 2022			
Approval limit	Upto 20k	Above 20k / P. PRABHAKAR 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 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   Date

Delivery Challan No   Date

Bill No. [redacted] 2022-23 713   Date 12/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A/4 xerox paper		5014	275	13750				
2	A4 100gm paper		1014	435	4350				
3	A/5 paper		1014	150	1500				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Note: Bills received on 12/9/22

INWARD
Inward No: 511 Dt: 14/9/22
MRN No: Dt:
Received By: damarotha Sign:
MODI PROPERTIES

Rupees..

Total						
SUB Total	19600					
CGST	1176					
SGST	1176					
Grand Total	21952				21952	00

SUMMIT SALES LLP
INWARD
No: 49163
Date: 12/9/22
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

 16-09-2022 10:41:42 AM

91967
01.09.22 11:08:03

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**	91967	204530
	Doc Date	15-09-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	13-09-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
2	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100 GSM*	10.00	435.00	0.00	12.00	4,872.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles *A5*	10.00	150.00	0.00	12.00	1,680.00
					Total Order Value . . .	**21,672.00**

Rupees : Twenty One Thousand Six 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
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

Accepted the above Terms And Conditions

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

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	13.09.2022			
Site & Phase :	Head Office	Time:	2:09			
Supplier:		Req. No.	204530			
Material required before		ID No.	~~79532~~	79716		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4663-Stationary-Paper A4----Bundles	50				
2	STAT4663-Stationary-Paper A4----Bundles 91967.	10 (100 GSM)	435 +12%			
3	STAT4663-Stationary-Paper A4----Bundles	10 (A5) 150				
4						
5						
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	13.09.2022					