PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/10/22	Prepared by	Bhaskar	Serial no.	9092
Supplier name	Sri Venkataramana Enterprises			HO inward no.	
Firm/Company	SSHLP	Project	S-HLP	HO received date	
PO/WO date	15/9/22	PO/WO No.	91974	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	764	20/09	23,224-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,224-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	112170	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:	23,224-00
Amount E – PO / WO value:	23,224-00
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	16/10
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
0 2 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 36ACQFS2044C1Z7

Order No 91974 Date 24/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 764 Date 24/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pencil		10	40		400			
2	Scribbling Pads		120	12		1440			
3	A4 Paper		50	270	13500				
4	Project Folder A3/A4		300	6		1800			
24 5	Binder Clips 25MM		48	36		1728			
6	Plastic Cords.		300	5		1500			
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
IN WARD
No: 99642
Date: 28/9/22
Sign:
R.R. DIST.

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total	13500	6868			
SUB Total					
CGST	810	618/20			
SGST	810	618/20			
Grand Total	15120	8104/40		23224	40

Rupees..........

INWARD
Inward No: 18756 Dt: 24/9/22
MRN No: 1/2170. Dt:
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

Purchase Order

16-09-2022 10:41:42 AM

91974

01.09.22 11:08:03

py

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**	91974	170189
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	15-09-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	12-09-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	40.00	0.00	18.00	472.00
2	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	120.00	12.00	0.00	18.00	1,699.20
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
4	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	300.00	6.00	0.00	18.00	2,124.00
5	313400 - STAT-Stationary - Binder Clips-- - 25mm - Nos	48.00	36.00	0.00	18.00	2,039.04
6	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	300.00	5.00	0.00	18.00	1,770.00
					Total Order Value . . .	**23,224.24**

Rupees : Twenty Three Thousand Two Hundred Twenty Four and Paise Twenty Four Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
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
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf 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 delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	12.09.2022		
Site & Phase :	SHLLP	Time:			
Unit No./Block No.					
Supplier:		Req. No.	170189		
Material required before date:		ID No.	79729		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	STAT1112-Stationary-Pencil----Boxes	10	12	10	
2	STAT5222-Stationary-Scribling Pads----Nos	120	0	120	
3	STAT4663-Stationary-Paper A4----Bundles	50	32	50	
4	STAT3016-Stationary-Project Folder---A3&A4-Nos 91974	300	344	300	
5	STAT3134-Stationary-Binder Clips ---25MM-Nos	48	4	48	
6	STAT5901-Stationary-Plastic Cards----Nos	300	157	300	
7					
8					
9					
10					
Remarks:	For Stock Repleneshing Purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	N.Vanajakshi				
Approved By:	Prabhakar				
Sign & Date:					

APPROVED BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

90874