PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/10/22	Prepared by	Bashakar	Serial no.	9096
Supplier name	Venkataramana Stationary and Dairy			HQ inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15/09/22	PO/WO No.	91976	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	765	24/09/22	6891-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6891-00.
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	112168	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:	6891-00.
Amount E – PO / WO value:	6891-00
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	16/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bashakar			
Sign:		APPROVED			
Date		06 OCT 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 36ACQFS2044C1Z7

Order No 91976 Date 24/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 765 Date 24/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Marker B		50	15		750			
2	Marker Bla		50	15		750			
3	Pen Blue		200	3		600			
4	" Black		200	3		600			
5	" Red		100	3		300			
6	Stamp Pad		20	30		600			
7	Fevistick		30	18		540			
8	Whitner Pen		20	20		400			
9	Stapler small		20	35		700			
10	Stapler Pin 10		100	6		600			
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		5840			
				SUB Total					
				CGST		525/60			
				SGST		525/60			
				Grand Total		6891/20		6891	20

Rupees...

INWARD
Inward No: 18754 Dt: 24/9/22
MRN No: 112168 Dt: 28/9/22
Received By: Sign:

Receiver's Signature & Seal

SUMMIT SALES LLP

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

SUMMIT SALES LLP
IN WARD
No: 9964
Date: 28/9/22
Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 16-09-2022 10:41:42 AM

91976
01.09.22 11:09:50

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	91976	170188
Doc Date	15-09-2022	
Quote No	NIL	
Quote Date	12-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	50.00	15.00	0.00	18.00	885.00
2	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	50.00	15.00	0.00	18.00	885.00
3	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	3.00	0.00	18.00	708.00
4	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	200.00	3.00	0.00	18.00	708.00
5	913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	100.00	3.00	0.00	18.00	354.00
6	772600 - STAT-Stationary - Stamp Pad-- - - - Nos	20.00	30.00	0.00	18.00	708.00
7	832300 - STAT-Stationary - Fevistick-- - - - Nos	30.00	18.00	0.00	18.00	637.20
8	532900 - STAT-Stationary - Whitners-- - - - Nos	20.00	20.00	0.00	18.00	472.00
9	908700 - STAT-Stationary - Stapler-SMALL-- - - - Nos	20.00	35.00	0.00	18.00	826.00
10	788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes	100.00	6.00	0.00	18.00	708.00
				Total Order Value . . .		**6,891.20**

Rupees : Six Thousand Eight Hundred Ninty One and Paise Twenty 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
	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Purchase Order

 16-09-2022 10:41:42 AM Original / Office Copy / Purchase Div.Copy

Transportation	
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

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP						
Site & Phase :	SHLLP	Date:	12.09.2022				
Unit No./Block No.		Time:					
Supplier:							
Material required before date:		Req. No.	170188				
S No	Item	ID No.	79728				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT2767-Stationary-Permanent Marker ---Black-Nos	50	0	50			
2	STAT5876-Stationary-Permanent Marker ---Red-Nos	50	0	50			
3	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	100	200			
4	STAT2733-Stationary-pen-black color-Cello Fine grip--Nos	200	300	200			
5	STAT9137-Stationary-pen-Red color-Cello Fine grip--Nos	100	125	100			
6	STAT7726-Stationary-Stamp Pad----Nos 91976	20	9	20			
7	STAT8323-Stationary-Fevistick----Nos	30	0	30			
8	STAT5329-Stationary-Whitners----Nos	20	5	20			
9	STAT9087-Stationary-Stapler-SMALL----Nos 35+154	20	0	20			
10	STAT7883-Stationary-Stapler Pins-10----Boxes	100	34	100			
Remarks:	For Stock Repleneshing Purpose.						
	Engineer						
Prepared By:	N.Vanajakshi	Project Manager		Purchase		MD	
Approved By:	Prabhakar						
Sign & Date:							

APPROVED BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

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