PURCHASE DIVISION
Advice for approval for credit to supplier

B

Date:	14/10/22	Prepared by	Kavitha	Serial no.	**9427**
Supplier name	Venkatramana Stationery & Binding works			HO inward no.	
Firm/Company	SSCCP.	Project	SHIIP	HO received date	
PO/WO date	12/9/22	PO/WO No.	92147	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	825	10/10/22	826/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	826/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112594 — 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:	826/-
Amount E – PO / WO value:	826/-
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	17/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	Prabhakar			
Sign:	14/10/22	APPROVED			
Date		14 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 36 ACQFS 2044 C1Z7

Order No 92147 Date 12/9/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 825 Date 10/10/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Rope plastic	3919	20no	35		700			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Rupees.........................

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total					
SUB Total		700			
CGST		63			
SGST		63			
Grand Total		826		826	0

INWARD
Inward No: 18828 Dt: 10/10/22
MRN No: 112594 Dt: 11/10/22
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. 069100102707

SUMMIT SALES LLP
IN WARD
No: 10049
Date: 12/10/22
Sign:
R.R. DIST.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 07-10-2022 3:57:38 PM

92147
16.09.22 3:01:06

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**	92147	170186
	Doc Date	12-09-2022	
	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	908000 - GENE-General Items - HDPE Rope-- - - - Bundles	20.00	35.00	0.00	18.00	826.00
			Total Order Value . . .			**826.00**

Rupees : Eight Hundred Twenty Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After delivery and production of bill.
Tax	All taxes included in above price.
Delivery Date	Within 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock replenishing 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 invoice 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:	12:00			
Supplier:		Req. No.	170186			
Material required before date:		ID No.	79726			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL3224-Building Material-Spacers all in one-RCC----Nos 91980	5000	1000	5000		
2	GENE3681-General Items-Blue Sheet---7200Wx5400LMM-Sft	2160	3645	2160		
3	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400LMM-Sft	2160	0	2160		
4	GENE1719-General Items-Mastic Pad-Armour Board--1200Wx11800LMM-Nos 91981	20	0	20		
5	GENE9080-General Items-HDPE Rope----Bundles 92147	20	3	20		
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR