


PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/10/22		Prepared by: Prabhakar		Serial no. 9565	
Supplier name: Venkataramana Economy and Eng		Project: SHLP		HO inward no. 9565	
Firm/Company: SHLP		PO/WO No. 9.1917		HO received date	
PO/WO date: 15/09/22		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	841	12/10	6018.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				6018.00	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	112895		Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges					
Amount C –Other Debits :					
Amount D (D=A+B-C) – Amount to be credited to the supplier:				6018.00	
Amount E – PO / WO value:				5101.50	
Amount F – Difference (A – E):					
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		24/10			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date		18 OCT 2022			
Approval limit	Upto 20k	Above 20k	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: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

Order No 91977 Date 12/10/22

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2

Bill No. XXXXXXXXXX 2022-23 **841** Date 12/10/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.	
1	Power Cable ✓		5	150		750			
2	Printer cable ✓		3	150		450			
3	HDMI Cable ✓		3	450		1350			
4	ink cartridge Epson ✓		3	550		1650			
5	Bromator Adapter ✓		3	300		900			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Rupees.....

INWARD

Inward No: 8845 Dt: 12/10/22

MRN No: 112695 Dt: 12/10/22

Received By: _____ Sign: [Signature]

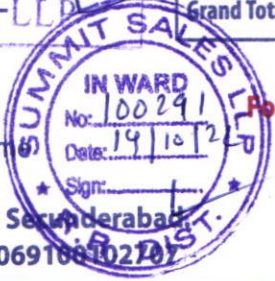
Receiver's Signature & Seal

Total		5100	
SUB Total			
CGST		459	
SGST		459	
Grand Total		6018	6018

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. 06910010270



For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature _____

Purchase Order

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18-10-2022 16:46:04



91977

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	91977	170183
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 629100 - COMP-Peripherals - Power cable-- - - - Nos	5.00	150.00	0.00	0.00	750.00
2 831100 - COMP-Peripherals - Printer cable-- - - - Nos	3.00	150.00	0.00	0.00	450.00
3 557600 - COMP-Peripherals - HDMI cable-- - - - Nos	3.00	450.00	0.00	0.00	1,350.00
4 605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos	3.00	550.00	0.00	18.00	1,947.00
5 489600 - COMP-Peripherals - Bio-metric device adaptor-- - - - - Nos	3.00	425.00	0.00	18.00	1,504.50

Total Order Value . . . 6,001.50

Rupees : Six Thousand One and Paise Fifty Only.

Terms and Conditions :-**Specification / Brand** All items shall be of Logitech brand**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty For Delay** Nil**Transportation Cost** 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 Stock maintainance purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Contact

Requisition Form		Date:	12.09.2022	Inward No		Inward Date
Company Name:		Time:	12:00	Order Qty		
Site & Phase :		Req. No.	170183			
Supplier:		ID No.	79722			
Material required before date:		Qty required	Qty available at site			
S No	Item					
1	COMP6291-Peripherals-Power cable----Nos	5	0	5		
2	COMP8311-Peripherals-Printer cable----Nos	3	0	3		
3	COMP5576-Peripherals-HDMI cable----Nos	3	0	3		
4	COMP6058-Peripherals-Ink Tank Printer--Epson-M205--Nos	3	0	3		
5	COMP4896-Peripherals-Bio-metric device adaptor----Nos	3	0	3		
6						
7						
8						
9						
10						
Remarks:		Project Manager		Purchase		MD
Prepared By:		Engineer				
Approved By:		N. Vanajakshi				
Sign & Date:		Prabhakar				

APPROVED BY
14.09.2022
SOHAM MOJIB
MANAGING DIRECTOR

191947