

PURCHASE DIVISION
Advice for approval for credit to supplier

(46)

Date: 18/10/22		Prepared by: [Signature]		Serial no. 9568	
Supplier name: Venkataramane & Sonmyelamy				HO inward no.	
Firm/Company: 88228		Project: 88228		HO received date	
PO/WO date: 27/09		PO/WO No.: 9235		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	785	27/09	9027-40	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 9027-40

Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 112642	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 9027-40

Amount E – PO / WO value: 9027-40

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: 24/10

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		[Signature]			
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 weightment 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

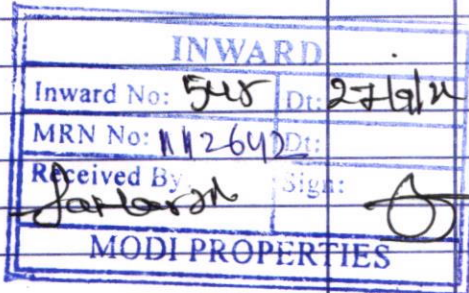
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LtdOrder No 92351 Date 27/9/22

Delivery Challan No _____ Date _____

GSTIN 36ACQFS2044C1Z7Bill No. 2021-22 2022-23 **785** Date 27/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Box file Brg	4819	50	551		2750		
2	Box file smal	4819	50	531		2650		
3	Calicler	8470	15	1501		2250		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....

9027

Total

SUB Total

7650

CGST

688-50

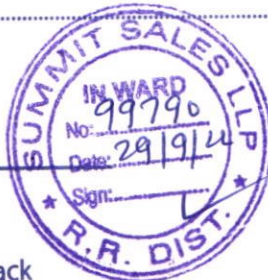
SGST

688-50

Grand Total

90279027

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

Page(s) 1 of 1

18-10-2022 2:28:42 PM

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



92351
16.09.22 3:01:08

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	92351	204532
Doc Date	27-09-2022	
Quote No	NIL	
Quote Date	24-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
2 682300 - STAT-Stationary - Box File Small-- - - - Nos	50.00	53.00	0.00	18.00	3,127.00
3 874600 - STAT-Stationary - Calculator-- - - - Nos	15.00	150.00	0.00	18.00	2,655.00
Total Order Value . . .					9,027.00

Rupees : Nine Thousand Twenty Seven 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
Penalty 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 : __/__/__

Contact :-

Requestion Form		Summit Sales LLP Common Expenses		Date:	24.09.2022		
Company Name:		Summit Sales LLP Common Expenses		Time:	14:47		
Site & Phase :		Head Office		Req. No.	204532		
Supplier:				ID No.	80050		
Material required before date:				Qty required	Qty available at site	Order Qty	Inward No
S No	Item						Inward Date
1	STAT1112-Stationary-Pencil----Boxes			2	0		
2	STAT2733-Stationary-pen-black color-Cello Fine grip--Nos			30			
3	STAT3692-Stationary-CD Marker----Nos			10			
4	STAT7726-Stationary-Stamp Pad----Nos			10			
5	STAT6002-Stationary-Box File Big----Nos			50			
6	STAT6823-Stationary-Box File Small----Nos			50			
7	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos			30			
8	STAT7883-Stationary-Stapler Pins-10----Boxes			2			
9	STAT8746-Stationary-Calculator----Nos			10			
10	STAT9087-Stationary-Stapler-SMALL----Nos			15			
11	STAT9799-Stationary-File folder-L----Nos			50			
12	STAT4163-Stationary-Punch Big----Nos			5			
13	STAT3016-Stationary-Project Folder---A3&A4-Nos			200 (A4)			
14	STAT9137-Stationary-pen-Red color-Cello Fine grip--Nos			20			
Remarks:							
Prepared By:		Engineer		Project Manager	Purchase		MD
Approved By:		Jai Kumar. G		Jai Kumar			
Sign & Date:		Jai Kumar. G					
		24.09.2022					