PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/10/22	Prepared by	Prabhakar	Serial no.	**9800**
Supplier name	venkataramana stationery+binding works			HO inward no.	
Firm/Company	SSHLP	Project	SSHLP	HO received date	
PO/WO date	14/10/22	PO/WO No.	92925	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	863	15/10/22	21286/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,286/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	112687	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:	21,286/-
Amount E – PO / WO value:	21,286/-
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	31/10/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Rammohan			
Sign:		APPROVED			
Date		23 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: venkatramana.bindingworks@gmail.com

To M/S. Summit Salas LLP

GSTIN 36 ACQFS 2044 C1Z7

Order No 12925 Date

Delivery Challan No Date

Bill No. [redacted] 2022-23 **863** Date 15/10/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A14 Xero Paper		50Pkt	270	13500			
2	Scribbling Pads		100nos	12		1200		
3	Box files (Big)		50nos	55		2750		
4	Bio-metric device adaptor		3n	425		1275		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total	13500	5225		
				CGST	810	470.25		
				SGST	810	470.25		
				Grand Total	15120	6165.5		21285.5

Rupees..

INWARD
Inward No: 18861 Dt: 17/10/22
MRN No: 112867 Dt: 18/10/22
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. 069100108707

SUMMIT SALES LLP
IN WARD
No: 100604
Date: 21/10/22
Sign:
R.R. DIST

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 15-10-2022 10:30:01

92925
11.10.22 11:08:40

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**	92925	170279
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	14-10-2022	
	Quote No	Nill	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	14-10-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
2	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	100.00	12.00	0.00	18.00	1,416.00
3	600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
4	489600 - COMP-Peripherals - Bio-metric device adaptor-- - - - Nos	3.00	425.00	0.00	18.00	1,504.50
	Total Order Value . . .					**21,285.50**

Rupees : Twenty One Thousand Two Hundred Eighty Five and Paise Fifty 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
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:	11.10.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170279			
Material required before date:		ID No.	80574			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4663-Stationary-Paper A4----Bundles	50	10	50		
2	STAT5222-Stationary-Scribling Pads----Nos	100	0	100		
3	STAT6002-Stationary-Box File Big----Nos	50	35	50		
4	COMP4896-Peripherals-Bio-metric device adaptor----Nos	3	1	3		
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.sneha					
Approved By:	Prabhakar					
Sign & Date:						

PO 92925

92925

APPROVED BY
12 OCT 2022
SOHAM MODI
MANAGING DIRECTOR