PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	9-11-22	Prepared by	S. JaySudha	Serial no.	**10284**
Supplier name	Venkataramana stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	1-11-22	PO/WO No.	93496	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	937	5-11-22	28,153.00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	28,153.00

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:		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:	28,153.00
Amount E – PO / WO value:	28,153.00
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	14-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jaysudha	Venu			
Sign:	Sudha	APPROVED			
Date	9-11-22	09 NOV 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU 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 93496 / 17 0335 Date 1/4/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 **937** Date 5/11/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 paper	4802	50 Pkt	270	13500				
2	L-folder	3919	100 no	8		800			
3	~~A4~~ sheet protector	"	200 no	6		1200			
4	~~Cello~~ pens	9609	300 no	3		900			
5	Mouse		10 no	304-50		3045			
6	Binder clip 19mm	4403	60 no	25		1500			
7	" 25mm	"	60 no	36		2160			
8	" 15 mm	"	60 no	24		1440			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	13500	11045			
				CGST	810	994.05			
				SGST	810	994.05			
				Grand Total	15120	13033.1		28153	1

SUMMIT SALES LLP IN WARD No: 10134 Date: 8/11/22 Sign: R.R. DIST.

Rupees..........

INWARD
Inward No. 18947 Dt: 5/11/22
MRN No: 113543 Dt: 8/11/22
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 09-11-2022 12:53:11

93496
18.10.22 2:23:38

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**	93496	170335
	Doc Date	01-11-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-10-2022	
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	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	8.00	0.00	18.00	944.00
3	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos *A4*	200.00	6.00	0.00	18.00	1,416.00
4	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	3.00	0.00	18.00	708.00
5	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	100.00	3.00	0.00	18.00	354.00
6	348500 - COMP-Peripherals - Mouse-- - - - Nos	10.00	304.50	0.00	18.00	3,593.10
7	836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos	60.00	25.00	0.00	18.00	1,770.00
8	164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos *25mm*	60.00	36.00	0.00	18.00	2,548.80
9	409700 - STAT-Stationary - Binder Clips-- - 35mm - Nos *19mm*	60.00	24.00	0.00	18.00	1,699.20
				Total Order Value . . .		**28,153.10**

Rupees : Twenty Eight Thousand One Hundred Fifty Three and Paise Ten 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

For ***Summit Sales LLP***
Authorised Signatory

Venu 01/11/22

Name : ____________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Contact ...

Purchase Order

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

Venmeh 01/11/22

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	29.10.2022				
Site & Phase :	SHLLP						
Unit No./Block No.		Time:					
Supplier:							
Material required before date:		Req. No.	170335				
		ID No.	81084				
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	STAT9799-Stationary-File folder-L----Nos	100 ✓	90	100			
3	STAT3016-Stationary-Project Folder---A3&A4-Nos	200 ✓	134	200			
4	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200 ✓	60	200			
5	STAT2733-Stationary-pen-black color-Cello Fine grip--Nos	100 ✓	60	100			
6	COMP3485-Peripherals-Mouse----Nos	10 ✓	0	10			
7	STAT8366-Stationary-Binder Clips ---15MM-Nos	60 ✓	36	60			
8	STAT1643-Stationary-Binder Clips ---20MM-Nos	60 ✓	36	60			
9	STAT4097-Stationary-Binder Clips ---35MM-Nos	60 ✓	36	60			
10							
Remarks:	For Stock Repleneshing Purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Vanajakshi						
Approved By:	Prabhakar						
Sign & Date:							

PO 93496

APPROVED BY
31 OCT 2022
SOHAM MODI
MANAGING DIRECTOR