PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/11/22	Prepared by	Minish	Serial no.	10581
Supplier name	venkatramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	H.O	HO received date	
PO/WO date	15/11/22	PO/WO No.	93994	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	979	15/11/22	27,300	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	~~27~~ 27,300
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113964	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:	—
Amount E – PO / WO value:	27,300
Amount F – Difference (A – E):	27,300

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	28/11/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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 43994/204540 Date

Delivery Challan No Date

Bill No. [redacted] 2022-23 979 Date 15/11/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A14 xero paper		50 pkt	270	13500				
2	A14 xero A15		10 pkt	150	1500				
3	A14 xero paper 100gsm		5 pkt	435	2175				
4	A13 xero paper 100GSM		5 pkt	870	4350				
5	A13 xero paper 75gms		5 pkt	570	2850				
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 659 Dt: 15/11/22
MRN No: 113964
Received By: Suman
MODI PROPERTIES

Rupees..

Total				
SUB Total	24375			
CGST	1462.5			
SGST	1462.5			
Grand Total	27300			27300

9246364748

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 101472
Date: 17/11/22
Sign:
R.R DIST.

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

 15-11-2022 10:23:58 Origi

93994
01.11.22 3:12:38

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	**Doc No**	93994	204540
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	15-11-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	14-11-2022	
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	466300 - STAT-Stationary - Paper A4-- - - - Bundles *A5*	10.00	150.00	0.00	12.00	1,680.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100 gsm*	5.00	435.00	0.00	12.00	2,436.00
4	569300 - STAT-Stationary - Paper A3-- - - - Bundles *100 gsm*	5.00	870.00	0.00	12.00	4,872.00
5	569300 - STAT-Stationary - Paper A3-- - - - Bundles *75 gsm*	5.00	570.00	0.00	12.00	3,192.00
					Total Order Value . . .	**27,300.00**

Rupees : Twenty Seven Thousand Three Hundred 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Head office use 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

15/11/22

Name : ______________

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form							
Company Name:	Summit Sales LLP Common Expenses	Date:	14.11.2022			
Site & Phase :	Head Office	Time:	10:31			
Supplier:		Req. No.	204540			
Material required before date:		ID No.	81550			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4663-Stationary-Paper A4----Bundles	50				
2	STAT4663-Stationary-Paper A5----Bundles	10				
3	STAT4663-Stationary-Paper A4----Bundles	05 (100 GSM)				
4	STAT5693-Stationary-Paper A3----Bundles	05 (100 GSM)				
5	STAT5693-Stationary-Paper A3----Bundles	05 (75 GSM)				
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	14.11.2022					

P.O. no. 93994

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