

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 19-11-22		Prepared by: Minish		Serial no. 10659	
Supplier name: Venkataranana Stationery Binding Works				HO inward no.	
Firm/Company: SS LLP		Project: H.O		HO received date	
PO/WO date: 28-10-22		PO/WO No. 93330		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	916	29-10-22	30,237/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 30,237/-

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

MRN nos.: 114051	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: 30,237/-

Amount E – PO / WO value: 30,237/-

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: 28-11-22

Remarks: Final bill

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

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

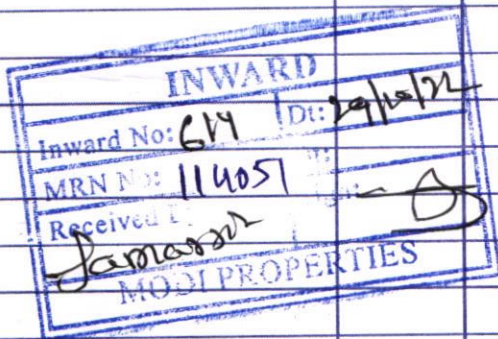
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. SUMMIT SALES LLPOrder No 93330 Date 28/10/2022

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2Bill No. 2022-23 **916** Date 29/10/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50PK	270	13500				
2	A3 Paper 75Gsm		50PK	570	2850				
3	A4 Paper 100Gsm		100PK	435	4350				
4	A5 Paper		100PK	150	1500				
5	Ledger Paper		50PK	380	1900				
6	Box Files		50PK	55		2750			
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Rupees 30237

Total				
SUB Total	24100	2750		
CGST	1446	247.50		
SGST	1446	247.50		
Grand Total	26992	3245.		30237.00

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

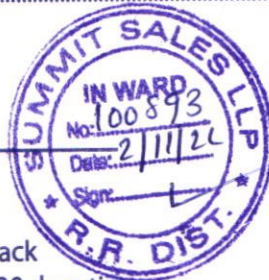
Goods once sold will not be taken back

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

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29-10-2022 10:53:40

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93330

18.10.22 2:23:37

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	93330	204537
	Doc Date	28-10-2022	
	Quote No	nil	
	Quote Date	28-10-2022	
	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 569300 - STAT-Stationary - Paper A3-- - - Bundles 75GSM	5.00	570.00	0.00	12.00	3,192.00
3 466300 - STAT-Stationary - Paper A4-- - - Bundles 100GSM	10.00	435.00	0.00	12.00	4,872.00
4 466300 - STAT-Stationary - Paper A4-- - - Bundles A5	10.00	150.00	0.00	12.00	1,680.00
5 187000 - STAT-Stationary - Ledger Papers-- - - Bundles green	5.00	380.00	0.00	12.00	2,128.00
6 600200 - STAT-Stationary - Box File Big-- - - Nos	50.00	55.00	0.00	18.00	3,245.00
Total Order Value . . .					30,237.00
Rupees : Thirty Thousand Two Hundred Thirty Seven 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

Penalty For Delay Nil**Transportation** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming quality and specifications. Above order for head office 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

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 29/10/22

Name : _____

Date : __/__/__

Contact : _____



Form	C	D	E	F	G
Summit Sales LLP Common Expenses	Date:	28.10.2022			
Head Office	Time:	06:43			
	Req. No.	204537			
	ID No.	80954			
Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
STAT1112-Stationary-Pencil---Boxes	2	0			
STAT2733-Stationary-pen-black color-Cr---Fine grip-Nos	30				
STAT3632-Stationary-CD Marker---Nos	10				
STAT6002-Stationary-Box File Big---Nos	50				
STAT7304-Stationary-Pen-Blue color-Cello Fine grip-Nos	30				
STAT7883-Stationary-Stapler Pins-12---Boxes	2				
STAT9087-Stationary-Stapler-SMALL---Nos	15				
STAT9789-Stationary-File folder L---Nos	50				
STAT3206-Stationary-Project Folder---A3/A4-Nos	200 (A4)				
STAT8366-Stationary-Binder Clips---15x25mm&32 mm-Nos	02 Box				
STAT4663-Stationary-Paper A4---Bundled	50				
STAT5683-Stationary-Paper A3---Bundled	05 (75 GSM)				
STAT4663-Stationary-Paper A4---Bundled	05 (100 GSM)				
STAT4663-Stationary-Paper A5---Bundled	10				
STAT9570-Stationary-Ledger Papers---Bundled	05 (Green)				

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Engineer

Project Manager

29 OCT 2022

MINISH PARIKH
MANAGER PROCUREMENT

