PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	22/11/22	Prepared by	Minish	Serial no.	10756
Supplier name	Venkatramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	9/11/22	PO/WO No.	93621	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	980	15/11/22	1,416/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,416/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114135 — 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:	1,416/-
Amount E – PO / WO value:	1,416/-
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:		APPROVED			
Sign:		22 NOV 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 Sales LLP

GSTIN 36 AEQFS 2044 C1Z7

Order No 93621/170347 Date 21/11/22

Delivery Challan No Date

Bill No. [redacted] 2022-23 980 Date 15/11/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Electrical Thermocal		100 nos	12	1200				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	1200				
				CGST	108				
				SGST	108				
				Grand Total	1416			1416	00

SUMMIT SALES LLP
IN WARD
No: 101685
Date: 22/11/22
Sign:
R.R. DIST.

Rupees...

INWARD
Inward No. 19021 Dt: 21/11/22
MRN No: 114135 Dt: 22/11/22
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

 04-11-2022 17:27:41

93621
01.11.22 2:52:15

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**	93621	170347
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	04-11-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	01-11-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	918400 - ELCD-Electrical - Thermocol sheet-- - 600X1200X12 mm - Nos	100.00	12.00	0.00	18.00	1,416.00
					Total Order Value . . .	**1,416.00**

Rupees : One Thousand Four Hundred Sixteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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 stock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 05/11/22

Name : ______________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	01.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170347			
Material required before date:		ID No.	81175			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC9184-Electrical-Thermocol sheet---600X1200X12 MM-Nos PO 93621 Venkat ramana	100	123	100		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing Purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
03 NOV 2022
SOHAM MODI
MANAGING DIRECTOR