

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 5-12-22		Prepared by: S. Jay Sudha		Serial no. 11299	
Supplier name: Venkateshna Stationery & Binding Works		Project: S+MLP		HO inward no.	
Firm/Company: S3 LLP		PO/WO No. 94489		HO received date	
PO/WO date: 29-11-22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1059	1-12-22	5204/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 5,204/-

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

MRN nos.: 114621	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: 5,204/-

Amount E – PO / WO value: 5,204/-

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: 12-12-22

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

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.comTo M/S. Summit Sales C/oOrder No 94489/170487 Date 29/11/22

Delivery Challan No _____ Date _____

GSTIN 36 ACDfs 2044 C177Bill No. 2022-23 15031054 Date 01/12/22

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	calculators ✓		100	150		1500			
2	Pens & ✓		50	40		200			
3	Punch 16mm ✓		50	80		400			
4	scribbling pad ✓		60	12		720			
5	stapler (small) ✓		30	35		1050			
6	pen stick ✓		30	18		540			
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Total									
SUB Total						4410			
CGST						396.9			
SGST						396.9			
Grand Total						5203.8		5203	8

Rupees

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

[Signature]

Purchase Order

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29-11-2022 15:10:39

Origir



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	94489	170487
	Doc Date	29-11-2022	
	Quote No	Nil	
	Quote Date	24-11-2022	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 874600 - STAT-Stationary - Calculator-- - - - Nos	10.00	150.00	0.00	18.00	1,770.00
2 111200 - STAT-Stationary - Pencil-- - - - Boxes	5.00	40.00	0.00	18.00	236.00
3 158500 - STAT-Stationary - Punch 16 mm-- - - - Nos small	5.00	80.00	0.00	18.00	472.00
4 522200 - STAT-Stationary - Scribling Pads-- - - - Nos	60.00	12.00	0.00	18.00	849.60
5 908700 - STAT-Stationary - Stapler-SMALL-- - - - Nos	30.00	35.00	0.00	18.00	1,239.00
6 832300 - STAT-Stationary - Fevistick-- - - - Nos	30.00	18.00	0.00	18.00	637.20
Total Order Value . . .					5,203.80
Rupees : Five Thousand Two Hundred Three and Paise Eighty Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation Cost	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 replenishing purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Date : __/__/__

Requisition Form							
Company Name:	SSLLP	Date:	24.11.2022				
Site & Phase :	SHLLP	Time:					
Unit No./Block No.							
Supplier:		Req. No.	170487				
Material required before date:		ID No.	81974				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT2503-Stationary-Calculator----Nos	10 ✓	8	10			
2	STAT8753-Stationary-Pencil----Boxes	5 ✓	0	5			
3	STAT7883-Stationary-Punch 16 mm----Nos small	5 ✓	0	5			
4	STAT4346-Stationary-Scribbling Pads----Nos	60 ✓	50	60			
5	STAT8122-Stationary-Stapler SMALL----Nos	30 ✓	5	30			
6	STAT5693-Stationary-Fevistick----Nos	30 ✓	22	30			
7							
8							
9							
10							
Remarks:	For stock Replenishing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Ashajyothei						
Approved By:							
Sign & Date:							

APPROVED BY

29 NOV 2022

SOHAM MODI
MANAGING DIRECTOR