PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

11200

Date:	6-12-22	Prepared by	S. Jaysudha	Serial no.	
Supplier name	Venkataramana stationery & Binding works			HO inward no.	
Firm/Company	SS LLp	Project	H. office	HO received date	
PO/WO date	30-11-22	PO/WO No.	94517	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1055	1-12-22	38,740/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,740/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114636	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:	38,740/-
Amount E – PO / WO value:	38,740/-
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	Upto 20k	Above 20k

APPROVED
07 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 36ACQFS 2044 C1Z7

Order No 9457/204542 Date

Delivery Challan No Date

Bill No. 2022-23 1505 1055 Date 1/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box Files (Big)		100	55		5500			
2	Box Files (Small)		100	53		5300			
3	A/3 Paper 75 gsm		5 pkt	570	2850				
4	A/4 Paper 100 gsm		5 pkt	435	2175				
5	A/4 Paper		50 pkt	270	13500				
6	A/4 Paper (Green)		5 pkt	380	1900				
7	A/5 Paper		10 pkt	150	1500				
8	Cello Tape 2 inch		3 no	20		60			
9	Fevi Stick		20 no	18		360			
10	Punch (Big)		5 no	160		800			
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	21925	12020			
				CGST	1315.5	1081.8			
				SGST	1315.5	1081.8			
				Grand Total	24556	14183.6		38739	6

INWARD
Inward No: 710 Dt: 1/12/22
MRN No: 114636
Received By: Sign:
Samanta
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 127207
Date: 2/12/22
Sign:
R.R. DIST.

Rupees...

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

 01-12-2022 10:27:52

94517
29.11.22 5:41:42

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**	94517	204542
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	30-11-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-11-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	600200 - STAT-Stationary - Box File Big-- - - - Nos	100.00	55.00	0.00	18.00	6,490.00
2	682300 - STAT-Stationary - Box File Small-- - - - Nos	100.00	53.00	0.00	18.00	6,254.00
3	569300 - STAT-Stationary - Paper A3-- - - - Bundles *75 GSM*	5.00	570.00	0.00	12.00	3,192.00
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100 GSM*	5.00	435.00	0.00	12.00	2,436.00
5	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
6	~~466300 - STAT-Stationary - Paper A4-- - - - Bundles~~ *Green*	~~5.00~~	~~380.00~~	~~0.00~~	~~12.00~~	~~2,128.00~~
7	466300 - STAT-Stationary - Paper A4-- - - - Bundles *A5*	10.00	150.00	0.00	12.00	1,680.00
8	383100 - STAT-Stationary - Cello Tapes- one side-- - - - Nos	3.00	20.00	0.00	18.00	70.80
9	832300 - STAT-Stationary - Fevistick-- - - - Nos	20.00	18.00	0.00	18.00	424.80
10	416300 - STAT-Stationary - Punch Big-- - - - Nos	5.00	160.00	0.00	18.00	944.00
					Total Order Value . . .	**38,739.60**

Rupees : Thirty Eight Thousand Seven Hundred Thirty Nine and Paise Sixty 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

For ***Summit Sales LLP***

Authorised Signatory

01/12/22

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf 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

Name : 01/12/22

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	29.11.22			
Site & Phase :	Head Office	Time:	5:34			
Unit No./Block No.						
Supplier:		Req. No.	204542			
Material required before date:		ID No.	81991			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT1083-Stationary-Box File Big----Nos	100				
2	STAT4855-Stationary-Box File Small----Nos	100	-			
3	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos	30				
4	STAT2503-Stationary-Calculator----Nos	10				
5	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	30				
6	STAT4663-Stationary-File folder L----Nos	50				
7	STAT5693-Stationary-Fevistick----Nos	20				
8	STAT5876-Stationary-Paper A3----Bundles	05(75 GSM)				
9	STAT5901-Stationary-Paper A4----Bundles	05(100 GSM)				
10	STAT5901-Stationary-Paper A4----Bundles	50				
11	STAT5901-Stationary-Paper A4----Bundles	05(Green)				
12	STAT5901-Stationary-Paper A5----Bundles	10				
13	STAT9087-Stationary-Punch Big----Nos	5				
14	STAT8753-Stationary-Pencil----Boxes	4				
15	STAT8323-Stationary-Carbon Paper---A4-Boxes	1				
16	STAT8800-Stationary-Cello Tapes one side----Nos	3				
17	STAT8951-Stationary-Project Folder---A3&A4-Nos	200				
18	STAT9799-Stationary-CD Marker----Nos	15				
19	COMP8921-Peripherals-Ink Cartidge-Black---Nos	2				
20	COMP8274-Peripherals-Mouse----Nos	3				
21	COMP6188-Peripherals-Mouse pads----Nos	3				
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	29.11.22					

PO-94517

APPROVED
01 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

20