PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 13/12/22 | Prepared by | Minish | Serial no. | **11639** |
| Supplier name | Venkataramana Stationery & Binding works | | | HO inward no. | |
| Firm/Company | SCLLP | Project | SHLLP | HO received date | |
| PO/WO date | 6/12/22 | PO/WO No. | 94727 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1107 | 9/12/22 | 25,339/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 25,339/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 114867 | 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: | 25,339/- |
| Amount E – PO / WO value: | 25,339/- |
| 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 | 19/12/22 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ashajyothi | | | | |
| Sign: | [signature] | | | | |
| Date | 13/12/22 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
13 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 Salon LLP

GSTIN 36 ACQFS 2044 C1Z7

Order No 94727/170519 Date 6/12/22

Delivery Challan No Date

Bill No. 2022-23 1557 1107 Date 9/12/22

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Calculators | | 10 | 150 | | 1500 | | | |
| 2 | Pencil | | 5 | 40 | | 200 | | | |
| 3 | Permanent Markers | | 40 | 15 | | 600 | | | |
| 4 | Ring Binder files A3&A5 | | 120 | 190 | | 2280 | | | |
| 5 | CD' Markers | | 60 | 8 | | 480 | | | |
| 6 | files folders 'L' | | 100 | 12 | | 1200 | | | |
| 7 | A14 Xero Papers | | 50 | 270 | 13500 | | | | |
| 8 | Blue 'pens' cello fine Grip | | 400 | 3 | | 1200 | | | |
| 9 | Black Pens cello fine grip | | 200 | 3 | | 600 | | | |
| 10 | Stapler Pins -10 | | 100 | 6 | | 600 | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

INWARD
Inward No 19108 Dt 10/12/22
MRN No: Dt:
Received By: Sign:
MRN · 114867
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 10248
Date: 12/12/22
Sign:
R.R. DIST.

Rupees...........................................

| | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| Total | | | | | |
| SUB Total | 13500 | 8660 | | | |
| CGST | 810 | 779.4 | | | |
| SGST | 810 | 779.4 | | | |
| Grand Total | 15120 | 10218.8 | | 25338 | 80 |

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

| | |
|---|---|
| **Total Order Value . . .** | **25,338.80** |
| Rupees : Twenty Five Thousand Three Hundred Thirty Eight and Paise Eighty Only. | |

Terms and Conditions :-

**Specification /** 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

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

# Purchase Order

 07-12-2022 12:52:25

94727
29.11.22 5:44:33

| From Company : | **Summit Sales LLP**<br>5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.<br>G S T No. : 36ACQFS2044C1Z7 |
|---|---|

| **Supplier Details** | | | |
|---|---|---|---|
| Venkatramana Stationery & Binding works<br>1-5-85, General Bazar, Sec-Bad -500 003. | **Doc No** | 94727 | 170519 |
| | **Doc Date** | 06-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 03-12-2022 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 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 | 276700 - STAT-Stationary - Permanent Marker -- - Black - Nos | 40.00 | 15.00 | 0.00 | 18.00 | 708.00 |
| 4 | 875300 - STAT-Stationary - Ring Binder Files-- - A3&A5 - Nos | 12.00 | 190.00 | 0.00 | 18.00 | 2,690.40 |
| 5 | 369200 - STAT-Stationary - CD Marker-- - - - Nos | 60.00 | 8.00 | 0.00 | 18.00 | 566.40 |
| 6 | 979900 - STAT-Stationary - File folder-L-- - - - Nos | 100.00 | 12.00 | 0.00 | 18.00 | 1,416.00 |
| 7 | 466300 - STAT-Stationary - Paper A4-- - - - Bundles | 50.00 | 270.00 | 0.00 | 12.00 | 15,120.00 |
| 8 | 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos | 400.00 | 3.00 | 0.00 | 18.00 | 1,416.00 |
| 9 | 273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos | 200.00 | 3.00 | 0.00 | 18.00 | 708.00 |
| 10 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes | 100.00 | 6.00 | 0.00 | 18.00 | 708.00 |

# Purchase Order

 07-12-2022 12:52:25 Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| | 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** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

Venkat Bhaskar

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

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

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | SSLLP | Date: | 03.12.2022 | | | |
| Site & Phase : | SHLLP | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 170519 | | | |
| Material required before date: | | ID No. | 82190 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | STAT2767-Stationary-Permanent Marker ---Black-Nos | 40 | 150 | 40 | | |
| 2 | STAT8753-Stationary-Ring Binder Files---A3&A5-Nos | 12 | 4 | 12 | | |
| 3 | STAT8746-Stationary-Calculator----Nos | 10 | 8 | 10 | | |
| 4 | STAT3692-Stationary-CD Marker----Nos | 60 | 11 | 60 | | |
| 5 | STAT9799-Stationary-File folder-L----Nos | 100 | 105 | 100 | | |
| 6 | STAT4663-Stationary-Paper A4----Bundles PO:- 94727 | 50 | 34 | 50 | | |
| 7 | STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos | 400 | 0 | 400 | | |
| 8 | STAT2733-Stationary-pen-black color-Cello Fine grip--Nos | 200 | 337 | 200 | | |
| 9 | STAT1112-Stationary-Pencil----Boxes | 5 | 0 | 5 | | |
| 10 | STAT7883-Stationary-Stapler Pins-10----Boxes | 100 | 53 | 100 | | |
| Remarks: | For stock Replenishing purpose | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Ashajyothi | | | | | |
| Approved By: | Minish | | | | | |
| Sign & Date: | | | | | | |

Venkatramana

APPROVED BY
05 DEC 2022
SOHAM MODI
MANAGING DIRECTOR