PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	13/12/22	Prepared by	Minish	Serial no.	**11638**
Supplier name	Venkatramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	6/12/22	PO/WO No.	94730	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1106	9/12/22	7,988.60/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,988.60/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114866 — 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:	7,988.60/-
Amount E – PO / WO value:	7,988.60/-
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	APPROVED			
Sign:	Asha	13 DEC 2022			
Date	13/12/22	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

Order No 94730/170570 Date 6/12/22

Delivery Challan No Date

GSTIN 36 ACQFS 2044 C1Z7

Bill No. 2022-23 1556 1106 Date 9/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box files (Big)		50N	55		2750			
2	Binder clips 35mm		60N	42		2520			
3	Binder clip 15mm		60N	25		1500			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP INWARD No. 1024 Date: 12/12/22 Sign: R.R. DIST.

INWARD
Inward No. 19107 Dt: 10/12/22
MRN No: 114866 Dt: 10/12/22
Received By: Sign:
SUMMIT SALES LLP

Rupees

Receiver's Signature & Seal

Total				
SUB Total		6770		
CGST		609.3		
SGST		609.3		
Grand Total		7988.6		7988.6

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

 07-12-2022 12:52:25

94730
29.11.22 5:44:33

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**	94730	170520
1-5-85, General Bazar, Sec-Bad -500 003.	**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	600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
2	409700 - STAT-Stationary - Binder Clips-- - 35mm - Nos	60.00	42.00	0.00	18.00	2,973.60
3	836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos	60.00	25.00	0.00	18.00	1,770.00
					Total Order Value . . .	**7,988.60**

Rupees : Seven Thousand Nine Hundred Eighty Eight 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
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

Venkatesh 6/12/22

Name : ____________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	03.12.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170520			
Material required before date:		ID No.	82191			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT6002-Stationary-Box File Big----Nos	50	0	50		
2	STAT4097-Stationary-Binder Clips ---35MM-Nos PO:- 94730	5	0	5		
3	STAT8366-Stationary-Binder Clips ---15MM-Nos	5	0	5		
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
05 DEC 2022
SOHAM MODI
MANAGING DIRECTOR