

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 20-12-22		Prepared by: Minish		Serial no. 11868	
Supplier name: Venkatasaramana Stationery & Binding Works				HO inward no.	
Firm/Company: SS LLP		Project: SH LLP		HO received date	
PO/WO date: 9-12-22		PO/WO No. 94841		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1140	16-12-22	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.: 115185	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		26-12-22	
Remarks: final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 20 DEC 2022 MINISH PARIKH MANAGER PROCUREMENT				
Sign:					
Date					
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 INVOICEPh: 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 LLPOrder No. 1110840 Date 16/12/22Delivery Challan No 94841 DateGSTIN 36AEJPP5811M1Z2Bill No. 2022-23 1590 1140 Date

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermecale ✓		100	12		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD	
Inward No. <u>19150</u>	Dt: <u>16/12/22</u>
MRN No: <u>115185</u>	Dt: <u>19/12/22</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>

SUMMIT SALES LLP



Rupees.....

Total	1200		
SUB Total			
CGST	108		
SGST	108		
Grand Total	1416	1416	0

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

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10-12-2022 10:36:58



Copy

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

94841
29.11.22 5:53:07

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003. GSTIN 36AEJPP5811M1Z2 27842572 9849360076	Doc No	94841	170526
	Doc Date	09-12-2022	
	Quote No	NIL	
	Quote Date	07-12-2022	
	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 /	All items shall be of ___ brand/company
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
Penalty 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 replenishing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

10/12/2022

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name :

Date : _/_/

Requisition Form													
Company Name:		SSLLP		Date:		07.12.2022							
Site & Phase :		SHLLP		Time:									
Unit No./Block No.													
Supplier:													
Material required before date:				Req. No.		170526							
S No		Item		ID No.		82290							
				Qty required		Qty available at site		Order Qty		Inward No		Inward Date	
1	ELEC3007-Electrical-Co-Axial Cable-RG 6 TV Cable-Finolex- 100mtr-Bundles	5	✓	13	5								
2	ELEC4577-Electrical-Telephone wire -2 Pair-Finolex-90mtrs-Nos	10	✓	15	10								
3	ELEC8024-Electrical-Al service wire -4 mm-South King-90mtrs-Bundles	1000	✓	1000	1000								
4	ELEC4220-Electrical-Conducting Pipe -PVC--25X1.5MM-Nos	200	✓	960	200								
5	ELEC1980-Electrical-Conducting Bends -PVC--25X1.5MM-Nos	1000	✓	645	1000								
6	ELEC9175-Electrical-Conducting Bends -PVC--25X1.5MM-Nos	120	✓	679	120								
7	ELEC5644-Electrical-Metal Box---6Way-Nos	240	✓	192	240								
8	ELEC9184-Electrical-Thermocol sheet---600X1200X12 MM-Nos	100	✓	82	100								
9	ELEC8034-Electrical-Spring wire---30mtrs bundle -Bundles	10	✓	10	10								
10	ELEC7507-Electrical-Round covers -PVC--150MM-Nos	100	✓	230	100								
Remarks:		For stock Replenishing purpose											
Engineer				Project Manager				Purchase				MD	
Prepared By:		Ashajyothi											
Approved By:		Minish											
Sign & Date:													

APPROVED BY
09 DEC 2022
SOHAM MODI
MANAGING DIRECTOR