PURCHASE DIVISION
Advice for approval for credit to supplier

e

Date:	20-12-22	Prepared by	Minish	Serial no.	11867
Supplier name	Venkataramana Stationery & Binding Works			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	16-12-22	PO/WO No.	95031	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1141	16-12-22	16,704/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,704/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115182 — 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:	16,704/-
Amount E – PO / WO value:	16,704/-
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:					
Sign:		APPROVED 20 DEC 2022			
Date		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

GSTIN 36AGQFS2044C1Z7

Order No 95031 Date 16/12/22

Delivery Challan No Date

Bill No. 2022-23 1591 1141 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Whitner Pen		20	20		400			
2	Sharpner		40	4.50		180			
3	Chalkpice		5	180			900		
4	A4 Paper		50	270	13500				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No. 19149 Dt: 16/12/22
MRN No: 115182 Dt: 19/12/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No. 102862
Date: 19/12/22
Sign:
R.R. DIST.

	12% GST	18% GST	0% -5% GST	Amount
Total	13500	580	900	
SUB Total				
CGST	810	52/20	-	
SGST	810	52/20	-	
Grand Total	15120	684/40	900	16704:40

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

 14-12-2022 15:49:53

95031
13.12.22 3:48:41

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**	95031	170556
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	14-12-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	12-12-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	532900 - STAT-Stationary - Whitners-- - - - Nos	20.00	20.00	0.00	18.00	472.00
2	537500 - STAT-Stationary - Sharpners-- - - - Nos	40.00	4.50	0.00	18.00	212.40
3	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	5.00	180.00	0.00	0.00	900.00
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
					Total Order Value . . .	**16,704.40**

Rupees : Sixteen Thousand Seven Hundred Four and Paise Fourty 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	W e reserve the right to reject items not conforming quality and specifications. Above order for stock repeleneshing purpose.
Completion Date	NA
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 invoice must be sent to HO Office or Purchase site office.Proof of dellvery/DC can be sent by email.

For ***Summit Sales LLP***
Authorised Signatory

14/12/2022

Name :

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

Name :

Date : __/__/____

Requisition Form						
Company Name:	SSLLP					
Site & Phase :	SHLLP	Date:	12.12.22			
Unit No./Block No.		Time:				
Supplier:						
Material required before date:		Req. No.	170556			
S No	Item	ID No.	82438			
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT7751-Stationary-Whitners----Nos	20	16	20		
2	STAT1887-Stationary-Sharpners----Nos	40	10	40		
3	STAT3400-Stationary-Chalk Piece----Boxes	5	1	5		
4	STAT5901-Stationary-Paper A4----Bundles	50	18	50		
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing Purpose					
	Engineer					
Prepared By:	Asha jyothi	Project Manager		Purchase		MD
Approved By:	Minish					
Sign & Date:						

PO 5-9503

venkat

APPROVED
13 DEC 2022
SOHAM MODI
MANAGING DIRECT