PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	01/01/2023	Prepared by	HINISH	Serial no.	12433
Supplier name	Venkataramana Stationery & Binding Works.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	28/12/2022	PO/WO No.	95483	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1188	29/12/2022	15,592/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,592/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115674.	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:	15,592/-
Amount E – PO / WO value:	15,592/-
Amount F – Difference (A – E):	-NIL-
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	09/01/2023.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED			
Date		01 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 36 ACQF 52044 C1Z7

Order No 95483/170612 Date 28/12/22

Delivery Challan No Date

Bill No. 2022-2023 1188 Date 29/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A14 Karo Paper		50	270	13500				
2	Pencil Boxes		10	40		400			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No. 19221 Dt: 30/12/22
GRN No: 115634 Dt: 31/12/22
Received By: Sign:

SUMMIT SALES LLP INWARD No: 16312 Date: 1/1/23 Sign: R.R. DIST.

Rupees SUMMIT SALES LLP

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	13500	400		
CGST	810	36		
SGST	810	36		
Grand Total	15120	472		15592.00

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

Requisition Form						
Company Name:	SSLLP	Date:	23.12.22			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170612			
Material required before date:		ID No.	82833.			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5901-Stationary-Paper A4----Bundles	50	40	50		
2	STAT8753-Stationary-Pencil----Boxes	10	4	10		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Asha jyothi					
Approved By:	Minish					
Sign & Date:						

PO 95483.

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-12-2022 11:40:02

95483
13.12.22 4:34:24

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**	95483	170612
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	28-12-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	23-12-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
2	111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	40.00	0.00	18.00	472.00
					Total Order Value . . .	**15,592.00**

Rupees : Fifteen Thousand Five Hundred Ninty Two 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 stock repelenshing 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 : 28/12/2022

Accepted the above Terms And Conditions

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

Name : ______________________ Date : __/__/____