

PURCHASE DIVISION
Advice for approval for credit to supplier

(12)

Date: 3-01-23		Prepared by: S. Jayasudha		Serial no. 12627	
Supplier name: Venkataswamy Stationery & Works		Project: Binding		HO inward no.	
Firm/Company: SS LLP		PO/WO No. 95656		HO received date	
PO/WO date: 31-12-22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1195	31-12-22	33,895/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			33,895/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	115745	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:			33,895/-
Amount E – PO / WO value:			33,895/-
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		9-01-23	
Remarks: Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
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 weightment 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

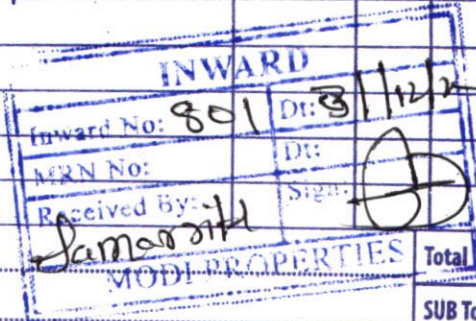
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLPOrder No 95656/204545 Date 31/12/22

Delivery Challan No _____ Date _____

GSTIN 36ACQF82044C1Z7Bill No. 2022-2023 **1195** Date 31/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A14 Bundles		50M	270	13500			
2	A14 Bundles		5M	435	2175			
3	A13 Bundles		5M	870	4350			
4	A15 Bundles		20M	150	3000			
5	Cutters		15M	8		120		
6	Scissors		5M	50		250		
7	Cover covers A13		20M	10		200		
8	Sticky notes		20M	30		600		
9	Tag files		20M	20		400		
10	Clamshell cardu		50M	18		900		
11	Scalors		10M	10		100		
12	Project folders A13/A14		20M	6		1200		
13	Erasers		20M	50		1000		
14	File folder L		100M	7		700		
15	Ink Tank Epson M-205		2M	700		1400		
16								
17								
18								
19								
20								



Rupees

Total

SUB Total	23085	6870		
CGST	1381.5	618.3		
SGST	1381.5	618.3		
Grand Total	25788	8106.6	33894.	60

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

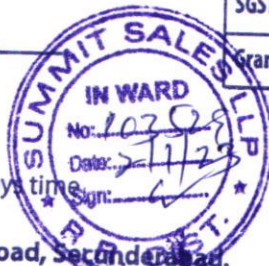
Goods once sold will not be taken back

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

[Signature]

Purchase Order

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

95656

27.12.22 3:29:43

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	95656	204545
Doc Date	31-12-2022	
Quote No	nil	
Quote Date	30-12-2022	
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 466300 - STAT-Stationary - Paper A4-- - - Bundles	5.00	435.00	0.00	12.00	2,436.00
3 569300 - STAT-Stationary - Paper A3-- - - Bundles	5.00	870.00	0.00	12.00	4,872.00
4 730500 - STAT-Stationary - Paper A5-- - NA - Bundles	20.00	150.00	0.00	12.00	3,360.00
5 176400 - STAT-Stationary - Cutter-- - NA - Nos	15.00	8.00	0.00	18.00	141.60
6 265800 - STAT-Stationary - Scissors-- - NA - Nos	5.00	50.00	0.00	18.00	295.00
7 267300 - STAT-Stationary - Courier Covers A3-- - NA - Bundles	20.00	10.00	0.00	18.00	236.00
8 280800 - STAT-Stationary - Sticky notes-- - NA - Pkts	20.00	30.00	0.00	18.00	708.00
9 7596 - Stationery - other - Tag files - NA - nos	20.00	20.00	0.00	18.00	472.00
10 775700 - STAT-Stationary - Clamshell Cards-- - NA - Nos	50.00	18.00	0.00	18.00	1,062.00
11 619400 - STAT-Stationary - Scales-- - NA - Nos	10.00	10.00	0.00	18.00	118.00
12 301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	200.00	6.00	0.00	18.00	1,416.00
13 485500 - STAT-Stationary - Erasers-- - - Nos	20.00	50.00	0.00	18.00	1,180.00
14 979900 - STAT-Stationary - File folder-L-- - - Nos	100.00	7.00	0.00	18.00	826.00
15 605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos	2.00	700.00	0.00	18.00	1,652.00

Total Order Value . . .**33,894.60**

Rupees : Thirty Three Thousand Eight Hundred Ninty Four and Paise Sixty Only.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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31-12-2022 12:10:32

Original / Office Copy / Purchase Div.Copy

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 Head Office

5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

Penalty For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming quality and specifications. Above order for Head office purpose.

Completion Date Nil

Measurement 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

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Requisition Form		Company Name: Summit Sales LLP Common Expenses		Date:	30.12.2022	
Site & Phase:		Head Office		Time:	13:00	
Unit No./Block No.						
Supplier:						
Material required before date:				Req. No.	204545	
				ID No.	82996	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5901-Stationary-Paper A4---Bundles					
2	STAT5901-Stationary-Paper A4---Bundles	50				
3	STAT5876-Stationary-Paper A3---Bundles	100 GSM (05)				
4	STAT7305-Stationary-Paper A5---Bundles	100 GSM (05)				
5	STAT1764-Stationary-Cutter---Nos	20				
6	STAT2658-Stationary-Scissors---Nos	15				
7	STAT2673-Stationary-Courier Covers A3---Bundles	5				
8	STAT2808-Stationary-Sticky notes---Pkts	20				
9	STAT6576-Stationary-Transparent Box---Nos	(1*4) 20				
10	STAT7667-Stationary-Tag file---Nos	10				
11	STAT7757-Stationary-Clamshell Cards---Nos	20				
12	STAT6194-Stationary-Scales---Nos	50				
13	STAT8951-Stationary-Project Folder---A3&A4 Nos	01 box				
14	STAT1670-Stationary-Eraser---Nos	200				
15	STAT4663-Stationary-File folder L---Nos	01 box				
16	COMP7247-Peripherals-ink Tank Printer--Epson M205--Nos	100				
17	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	2				
Remarks:		10				
Engineer						
Prepared By:	Jai Kumar	Project Manager				
Approved By:	Jai Kumar. G	Purchase				
Sign & Date:	30.12.22					

APPROVED
 04 JAN 2023
 MANAGER PURCHASE
 MANAGER PRODUCTION