PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3-01-23	Prepared by	S.Jaysudha	Serial no.	12627
Supplier name	Venkataramana Stationery & Binding Works			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	31-12-22	PO/WO No.	95656	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:		APPROVED			
Sign:		04 JAN 2023			
Date		MANISH 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 Salous LLP

GSTIN 36 ACQ FS 2044 C1Z7

Order No 95656/204545 Date 31/12/22

Delivery Challan No Date

Bill 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		50N	270	13500			
2	A14 Bundles		5N	435	2175			
3	A13 Bundles		5N	870	4350			
4	A15 Bundles		20N	150	3000			
5	Cutters		15N	8		120		
6	Scissors		5N	50		250		
7	Courier covers A13		20N	10		200		
8	Sticky notes		20N	30		600		
9	Tag files		20N	20		400		
10	Clamshell cards		50N	18		900		
11	Scales		10N	10		100		
12	Project folders A13 A14		200N	6		1200		
13	Erasers		20N	50		1000		
14	files folder 'L'		100N	7		700		
15	Ink Tank Epson M-205		2N	700		1400		
16								
17								
18								
19								
20								
				Total				
				SUB Total	23025	6870		
				CGST	1381.5	618.3		
				SGST	1381.5	618.3		
				Grand Total	25788	8106.6		33894.60

INWARD
Inward No: 801 Dt: 31/12/22
MRN No: Dt:
Received By: Samarpith Sign:
MODI PROPERTIES

Rupees..

9446364748

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

SUMMIT SALES LLP IN WARD No: 10358 Date: 2/1/23 Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 31-12-2022 12:10:32

95656

27.12.22 3:29:43

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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

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	95656	204545
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	31-12-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	30-12-2022	
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	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 - Erazers-- - - - 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

 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
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

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses					
Site & Phase :	Head Office	Date: 30.12.2022				
Unit No./Block No.		Time: 13:00				
Supplier:	95656 - venkatr					
Material required before date:	95656	Req. No. 204545				
S No	Item	ID No. 82996				
		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-Erazers----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		Purchase		MD
Approved By:	Jai Kumar. G	Jai Kumar				
Sign & Date:	30.12.22					

APPROVED
04 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT