PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/01/23	Prepared by	Ashajyothi	Serial no.	**12998**
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	05/01/23	PO/WO No.	95804	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22-23/ 1217	5/01/23	1,797 /-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,797 /-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115940	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:	1,797 /-
Amount E – PO / WO value:	1,797 /-
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	16/01/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi				
Sign:	[signature]	APPROVED 10 JAN 2023			
Date	09/01/23	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 36ACQFS2044C1Z7

Order No 95804 Date 5/1/23

Delivery Challan No Date

Bill No. 2022-2023 1217 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse		5	304/50		1522:50			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		1522:50			
				SUB Total					
				CGST		137:025			
				SGST		137:025			
				Grand Total		1796:55		1796	55

INWARD
Inward No. 19244 Dt: 6/1/23
MRN No: 115940 Dt: 7/1/23
Received By: Sign:
SUMMIT SALES LLP

Rupees.................

Receiver's Signature & Seal

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 10385 Date: 9/1/23

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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95804
27.12.22 3:34:38

py

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**	95804	170643
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	05-01-2023	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	02-01-2023	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	348500 - COMP-Peripherals - Mouse-- - - - Nos	5.00	304.50	0.00	18.00	1,796.55
					Total Order Value . . .	**1,796.55**

Rupees : One Thousand Seven Hundred Ninty Six and Paise Fifty Five 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 repleneshing 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 : 07/01/2023

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	02.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170643
Material required before date:		ID No.	83058

PO: 95804.

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP8274-Peripherals-Mouse----Nos	5 ✓	5	5		
2	COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos	1 ✓	1	1		
3	COMP2442-Peripherals-Laptop computer----Nos 112	1 ✓	2	1		
4						
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
02 JAN 2023
SOHAM MODI
MANAGING DIRECTOR