

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 09/01/23		Prepared by: Ashaipathi		Serial no. 12939	
Supplier name: Venkataramana Stationery & Binding works		HO inward no.			
Firm/Company: SSLLP		Project: SHLLP		HO received date	
PO/WO date: 08/01/23		PO/WO No. 95704		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22-23/ 1216	3/01/23	2,950 /-	☒ Yes ☐ No
2.			1	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2,950 /-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 115942	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:			2,950 /-
Amount E – PO / WO value:			2,950 /-
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:	Ashaipathi				
Sign:	Asha				
Date	09/01/23				
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: venkataramana.bindingworks@gmail.comTo M/S. Summit Sales LLPOrder No 95704Date 3/1/23

Delivery Challan No

Date

GSTIN 36ACAFS2044C1Z7Bill No. 2022-2023 **1216**

Date

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Key chain Ring ✓		250	6		1500			
2	Plastic Card ✓		200	5		1000			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Rupees. <u>SUMMIT SALES LLP</u>					Total	2500			
					SUB Total				
					CGST	225			
					SGST	225			
					Grand Total	2950		2950	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

Purchase Order

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03-01-2023 11:51:30



95704

27.12.22 3:31:52

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	95704	170644
Doc Date	03-01-2023	
Quote No	nil	
Quote Date	02-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 162400 - CONS-Consumables - Keychain+rings-- - - - Nos	250.00	6.00	0.00	18.00	1,770.00
2 590100 - STAT-Stationary - Plastic Cards-- - - - Nos	200.00	5.00	0.00	18.00	1,180.00
Total Order Value . . .					2,950.00
Rupees : Two Thousand Nine Hundred Fifty 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**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 stock replenishing 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 delivery/DC can be sent by email.For **Summit Sales LLP**

Authorised Signatory)

Name :

03/01/2023

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name :

Date : _/_/

Requisition Form

Company Name: SSLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

S No Item

- 1 CONS9459-Consumables-Cocoanut Brooms----Nos ✓
- 2 CONS3661-Consumables-Keychain+rings---Nos ✓
- 3 CONS9989-Consumables-Mopping stick holder----Nos
- 4 STAT7726-Stationary-Plastic Cards----Nos ✓
- 5 HARD7211-Hardware-Hacksaw blade Double---Boxes

- 6
- 7
- 8
- 9
- 10

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothis

Approved By: Minish

Sign & Date:

Date: 02.01.2023

Time: 11:00:00

Req. No. 170644

ID No. 83059

Qty required at site Qty available Order Qty Inward No Inward Date

100	200	100		
250	59	250		
30	7	30		
200	250	200		
200	189	200		

Project Manager

Purchase

MD

APPROVED BY

02 JAN 2023

SOHAM MODI
MANAGING DIRECTOR

Po 95704