PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/01/2023	Prepared by	MINISH	Serial no.	13299
Supplier name	Venkatalakshmana Stationery & Binding Works.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	12/01/2023	PO/WO No.	96144	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1255	13/01/2023	22,965/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		22,965/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	116281	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:			22,965/-
Amount E – PO / WO value:			22,965/-
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	23/01/2023.		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		18 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
18 JAN 2023
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 36ACBFS2044C1Z7

Order No 96144 Date 13/1/23

Delivery Challan No Date

Bill No. 2022-2023 1255 Date 13/1/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Calculator		10	150		1500			
2	Pencil		10	40		400			
3	Whitner		10	20		200			
4	A4 Paper		50	270	13500				
5	CD Marker		90	8		720			
6	Binder CLIP		48	36		1728			
7	Marker		30	15		450			
8	Marker		30	15		450			
9	Pen Blue		300	3		900			
10	Pen Black		100	3		300			
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	13500	6648			
				SUB Total					
				CGST	810	598.32			
				SGST	810	598.32			
				Grand Total	15120	7844.64		22964	64

INWARD
Inward No. 19278 Dt: 13/1/23
MRN No: 116281 Dt: 16/1/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 104311
Date: 18/1/23
Sign:
R. DIST

Rupees..

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

 12-01-2023 17:34:56

96144
10.01.23 4:03:09

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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	96144	170694
Doc Date	12-01-2023	
Quote No	Nil	
Quote Date	10-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 874600 - STAT-Stationary - Calculator-- - - - Nos	10.00	150.00	0.00	18.00	1,770.00
2 111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	40.00	0.00	18.00	472.00
3 532900 - STAT-Stationary - Whitners-- - - - Nos	10.00	20.00	0.00	18.00	236.00
4 466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
5 369200 - STAT-Stationary - CD Marker-- - - - Nos *blue-30,black-30,red-30*	90.00	8.00	0.00	18.00	849.60
6 164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos	48.00	36.00	0.00	18.00	2,039.04
7 276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	30.00	15.00	0.00	18.00	531.00
8 587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	30.00	15.00	0.00	18.00	531.00
9 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	300.00	3.00	0.00	18.00	1,062.00
10 273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	100.00	3.00	0.00	18.00	354.00
				Total Order Value . . .	**22,964.64**

Rupees : Twenty Two Thousand Nine Hundred Sixty Four and Paise Sixty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.

For ***Summit Sales LLP***

Authorised Signatory

Name : 13/01/2023

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Purchase Order

 12-01-2023 17:34:56

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for stock repleneshing purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 13/01/2023

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	10.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170694
Material required before date:		ID No.	83419

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT7751-Stationary-Whitners----Nos	10	21	10		
2	STAT2503-Stationary-Calculator----Nos	10	5	10		
3	STAT5901-Stationary-Paper A4----Bundles	50	48	50		
4	STAT8753-Stationary-Pencil----Boxes	10	5	10		
5	STAT9799-Stationary-CD Marker----Nos Blue 30, Black, 30 - Red. 30.	90	31	90		
6	STAT3692-Stationary-Binder Clips ---20mm-Nos	48	88	48		
7	STAT5222-Stationary-Permanent Marker ---Black-Nos PO :- 96144	30	35	30		
8	STAT5375-Stationary-Permanent Marker ---Red-Nos	30	35	30		
9	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos	300	116	300		
10	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	100	116	100		
Remarks:	For Stock Replenishing purpose					

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

APPROVED BY
11 JAN 2023
SOHAM MODI
MANAGING DIRECTOR