PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	18/01/23	Prepared by	Kalpana	Serial no.	13279
Supplier name	Venkatramana Stationery & Binding			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	12/01/23	PO/WO No.	96145	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1254	13/01/23	5,962/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,962/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116282	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:	5,962/-
Amount E – PO / WO value:	5,962/-
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	23/01/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		19 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED ...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

Order No 96145 Date 13/1/23

Delivery Challan No Date

GSTIN 36ACQFS2044C1Z7

Bill No. 2022-2023 **1254** Date 13/1/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pen Red		100	3		300			
2	Scribbling pad		40	12		480			
3	Box file Big		50	55		2750			
4	Mouse		5	304.50		1522.50			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		5052/50			
				SUB Total					
				CGST		454/72			
				SGST		454/72			
				Grand Total		5961/95		5961	95

INWARD
Inward No 19279 Dt: 13/1/23
MRN No: 116282 Dt: 16/01/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 10434
Date: 18/1/23
Sign:
R.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 17:34:05

.Copy

96145
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	96145	170695
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	913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	100.00	3.00	0.00	18.00	354.00
2	522200 - STAT-Stationary - Scribling Pads-- - - - Nos	40.00	12.00	0.00	18.00	566.40
3	600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
4	348500 - COMP-Peripherals - Mouse-- - - - Nos	5.00	304.50	0.00	18.00	1,796.55
				Total Order Value . . .		**5,961.95**

Rupees : Five Thousand Nine Hundred Sixty One and Paise Ninty 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	W e reserve the right to reject items not conforming quality and specifications. Above order for stock repeleneshing 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 dellvery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 13/01/2023

Name : ______________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	10.01.2023			
Site & Phase :	SHLLP	Time:	11:00:00			
Unit No./Block No.						
Supplier:		Req. No.	170695			
Material required before date:		ID No.	83420			
S No 14489	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4163-Stationary-pen-Red color-Cello Fine grip--Nos	100	116	100		
2	STAT4346-Stationary-Scribling Pads----Nos 12/-	40	30	40		
3	STAT1083-Stationary-Box File Big----Nos PO :- 96145	50	36	50		
4	COMP8274-Peripherals-Mouse----Nos	5	3	5		
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
11 JAN 2023
SOHAM MODI
MANAGING DIRECTOR