PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	04/02/23	Prepared by	Kalpana	Serial no.	14141
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	24/01/23	PO/WO No.	96437	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1319	28/01/23	2,328/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,328/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	46811	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:	2,328/-
Amount E – PO / WO value:	2,245/-
Amount F – Difference (A – E):	83/-
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	13/02/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		06 FEB 2023			
Date		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 36 ACQ FS 2044 C1Z7

Order No 96437/170732 Date 24/1/23

Delivery Challan No Date

Bill No. 2022-2023 1319 Date 28/1/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse	98472	5no	304.5		1522.5			
2	Printer cable	"	3no	150		450			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No. 19346 Dt: 28/1/23
MRN No: 116811 Dt: 30/01/23
Received By: Sign:
SUMMIT SALES LLP

Rupees........

Total			
SUB Total	1972.5		
CGST	177.52		
SGST	177.52		
Grand Total	2327.55		2327 55

SUMMIT SALES LLP
IN WARD
No: 105225
Date: 4/2/23
Sign:
R.R. DIST.

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

Page(s) 1 Of 1   24-01-2023 16:59:31

96437
10.01.23 4:03:12

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	96437	170732
Doc Date	24-01-2023	
Quote No	nil	
Quote Date	21-01-2023	
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
2 831100 - COMP-Peripherals - Printer cable-- - - - Nos	3.00	150.00	0.00	0.00	450.00
		Total Order Value . . .			**2,246.55**

Rupees : Two Thousand Two Hundred Fourty 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	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 : 25/01/2023

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 21.01.2023

Time: 11:00:00

Req. No. 170732

ID No. 83686

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP8274-Peripherals-Mouse----Nos √	5 ✓	2	5		
2	COMP2957-Peripherals-Printer cable----Nos PO:- 96437	3 ✓	1	3		
3	CONS5716-Consumables-Torch Light Big----Nos	10 ✓	0	10		
4	Po:- 96432					
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenising purpose

Engineer

Prepared By: M.Asha jyothi

Approved By: Minish

Sign & Date:

Project Manager

Purchase

MD

APPROVED BY
23 JAN 2023
SOHAM MODI
MANAGING DIRECTOR