PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	04/02/23	Prepared by	Ashajyothi	Serial no.	14125
Supplier name	Venkataramana Stationery & Binding works.			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	09/01/23	PO/WO No.	95944	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1243	11/01/23	944/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	944/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117008	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:	944/-
Amount E – PO / WO value:	944/-
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	13/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi	APPROVED			
Sign:	Asha	06 FEB 2023			
Date	04/02/23	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 36 AC Q PS 2044C 127

Order No 95944/2045486 Date 5/1

Delivery Challan No Date

Bill No. 2022-2023 1243 Date 11/1/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Plastic Tray		2	400		800			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15						MRN			
16									
17									
18									
19									
20									

INWARD
Inward No: 837 Dt: 11/01/23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP
10515
3/2/23

Rupees...

Total					
SUB Total		800			
CGST		72			
SGST		72			
Grand Total		944		944	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

 09-01-2023 15:23:00 .Copy

95944
27.12.22 3:39:16

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	95944	204546
Doc Date	09-01-2023	
Quote No	nil	
Quote Date	05-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 432400 - CONS-Consumables - Plastic Tray-- - NA - Nos	2.00	400.00	0.00	18.00	944.00
		Total Order Value . . .			**944.00**

Rupees : Nine Hundred Fourty Four 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 office use 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 : 10/01/2023

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	05.01.2023			
Site & Phase :	Head Office	Time:	5:35			
Unit No./Block No.						
Supplier:		Req. No.	204546			
Material required before date:		ID No.	83226			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	8				
2	CONS1624-Consumables-Handwash liquid----Nos	20				
3	CONS3861-Consumables-Detergent powder---500gms-Pkts	15				
4	CONS4790-Consumables-Dettol---550ml-Nos	2				
5	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	10				
6	CONS6196-Consumables-Cleaning Cloth----Nos	(Yellow cloth) 15				
7	CONS7608-Consumables-Phenyl---1 Ltr-Nos	9				
8	CONS6564-Consumables-Bombay Brooms Big ----Nos	10				
9	CONS9001-Consumables-Tea Flask----Nos	(1 litter) 1	X			
10	CONS9459-Consumables-Coconut Brooms----Nos	10				
11	CONS9748-Consumables-Detergent --Vim --Nos	14				
12	CONS1056-Consumables-Mopping Sitck----Nos	PO:- 8				
13	CONS4324-Consumables-Plastic Tray----Nos X 432400	95944 2	X			
14	CONS7495-Consumables-Air Freshner----Nos odonil	15				
15	CONS1763-Consumables-Door Mats ----Nos	6				
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	05.01.2022					

APPROVED
06 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE

18" x12"
12x'