

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 04/02/23		Prepared by: Ashajyothi		Serial no. 14126	
Supplier name: Venkataramana stationery & Binding works		Project: HO		HO inward no.	
Firm/Company: SCLLP		PO/WO date: 21/01/23		HO received date	
PO/WO No. 96353		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1303	24/01/23	28,762 /-	☒ Yes ☐ No
2.			1	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			28,762
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 117009	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:			28,762 /-
Amount E – PO / WO value:			28,762 /-
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				
Sign:	<i>Ashajyothi</i>				
Date	04/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

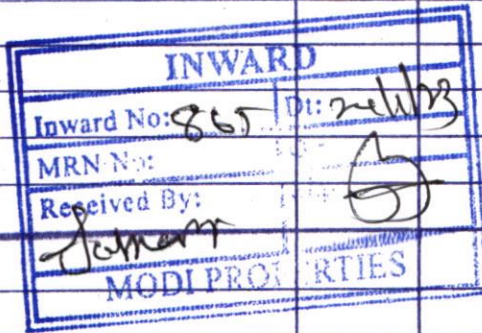
Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 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 INVOICEPh: 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 sloy LLPOrder No 96353/204547 Date 21/01/23

Delivery Challan No _____ Date _____

GSTIN 36 ACQFS 2044 C1Z7Bill No. 2022-2023 **1303** Date 24/01/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 xero paper		594	270	13500				
2	Executive Board		594	370	1850				
3	Box files (B1P)		500	58		2900			
4	Box files (small)		500	56		2800			
5	A13 Paper		594	570	2850				
6	Int Tole printers paper		200	700		1400			
7									
8									
9									
10									
11									
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13									
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18									
19									
20									



Rupees.....

Total				
SUB Total	18200	7100		
CGST	1092	639		
SGST	1092	639		
Grand Total	20384	8378		28762

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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21-01-2023 11:32:40

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10.01.23 4:03:11

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	96353	204547
Doc Date	21-01-2023	
Quote No	NIL	
Quote Date	19-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
2 250300 - STAT-Stationary - Executive Bond papers - - - - - Bundles	5.00	370.00	0.00	12.00	2,072.00
3 600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	58.00	0.00	18.00	3,422.00
4 682300 - STAT-Stationary - Box File Small-- - - - Nos	50.00	56.00	0.00	18.00	3,304.00
5 569300 - STAT-Stationary - Paper A3-- - - - Bundles	5.00	570.00	0.00	12.00	3,192.00
6 605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos	2.00	700.00	0.00	18.00	1,652.00
Total Order Value . . .					28,762.00
Rupees : Twenty Eight Thousand Seven Hundred Sixty Two 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Above order for HO purpose.**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

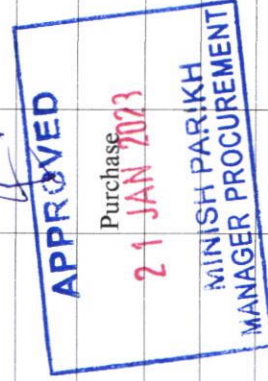
For **Venkatramana Stationery & Binding works**

Name :

Name :

Date : _/_/_

Requisition Form		Summit Sales LLP Common Expenses		Date:	19.01.2023			
Company Name:		Summit Sales LLP Common Expenses		Date:	19.01.2023			
Site & Phase :		Head Office		Time:	12:00			
Unit No./Block No.								
Supplier:				Req. No.	204547			
Material required before date:				ID No.	83582			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date		
1	STAT5901-Stationary-Paper A4----Bundles - 466300	50	X 220					
2	STAT1870-Stationary-Executive Bond papers ----Bundles - 250300	5	X 370					
3	STAT1083-Stationary-Box File Big----Nos - 600200	50	X 58					
4	STAT4855-Stationary-Box File Small----Nos - 682300	50	X 56					
5	STAT5876-Stationary-Paper A3----Bundles - 569300 (75GSM)	5	X 520					
6	STAT6576-Stationary-Transparent Box----Nos 465700	10	local					
7	COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos	2	X 100					
Remarks:								
Engineer		Project Manager						MD
Jai Kumar		Jai Kumar						
Jai Kumar. G								
Sign & Date:		19.01.2023						



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