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

Date:	04/02/23	Prepared by	Ashajyothi	Serial no.	14126
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	21/01/23	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.				□ 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	APPROVED			
Sign:	Ashaj	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 ACQFS 2044 C1Z7

Order No 96353 / 204547 Date 21/01/23

Delivery Challan No Date

Bill 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	A/4 xero paper		50pkt	270	13500			
2	Executive Bond		5pkt	370	1850			
3	Box files (Big)		50no	58		2900		
4	Box files (small)		50no	56		2800		
5	A/3 Paper		5pkt	570	2850			
6	Ink Tank printers - Epson		2no	700		1400		
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total	18200	7100		
				CGST	1092	639		
				SGST	1092	639		
				Grand Total	20384	8378		28762.00

INWARD
Inward No: 865 Dt: 24/1/23
MRN No:
Received By:
MODI PROPERTIES

SUMMIT SALES ... DEPT.
10560
3/2/23

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

 21-01-2023 11:32:40

96353
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	**Doc No**	96353	204547
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	21-01-2023	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	19-01-2023	
27842572 9849360076	**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
Penality 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

Name : 21/01/2023

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

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	19.01.2023			
Site & Phase :	Head Office 98353	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
1 870	STAT5901-Stationary-Paper A4----Bundles — 466300	50	x 270			
2	STAT1870-Stationary-Executive Bond papers ----Bundles – 250300	5	x 390			
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 570			
Local 6	STAT6576-Stationary-Transparent Box----Nos ~~465 7600~~	10 GAS -10	local			
7	COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos	6058 2	x 700			
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	19.01.2023					

APPROVED
21 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT

16000

9