PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/02/23	Prepared by	Ashajyothi	Serial no.	14338
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SCLLP	Project	HO	HO received date	
PO/WO date	02/02/23	PO/WO No.	96711	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1337	02/02/23	19,610/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,610/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117201	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:	19,610/-
Amount E – PO / WO value:	19,610/-
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:	Ashj	09 FEB 2023			
Date	08/02/23	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 ACQ FS 2044 C1Z7

Order No 96711/204548 Date 2/2/23

Delivery Challan No Date

Bill No. 2022-2023 1337 Date 2/2/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A/4 Xero Paper		50N	270	13500				
2	A/3 Xero Paper		5N	570	2850				
3	Cutters		10	8		80			
4	Cover covers A/3		20	8		160			
5	Scissor		5	50		250			
6	fevi stick		20	18		360			
7	Sealers		10	10		100			
8	Cello Tape		3	50		150			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	16350	1100			
				CGST	981	99			
				SGST	981	99			
				Grand Total	18312	1298		19610.	00

INWARD
Inward No: 883 Dt: 2/2/23
MRN No: 117201 Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 05347
Date: 7/2/23
Sign:

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

 03-02-2023 10:27:16

96711
28.01.23 12:54:53

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**	96711	204548
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	02-02-2023	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	01-02-2023	
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	569300 - STAT-Stationary - Paper A3-- - - - Bundles	5.00	570.00	0.00	12.00	3,192.00
3	176400 - STAT-Stationary - Cutter-- - NA - Nos	10.00	8.00	0.00	18.00	94.40
4	265800 - STAT-Stationary - Scissors-- - NA - Nos	5.00	50.00	0.00	18.00	295.00
5	267300 - STAT-Stationary - Courier Covers A3-- - NA - Bundles	20.00	8.00	0.00	18.00	188.80
6	832300 - STAT-Stationary - Fevistick-- - - - Nos	20.00	18.00	0.00	18.00	424.80
7	619400 - STAT-Stationary - Scales-- - NA - Nos	10.00	10.00	0.00	18.00	118.00
8	383100 - STAT-Stationary - Cello Tapes- one side-- - - - Nos	3.00	50.00	0.00	18.00	177.00
				Total Order Value . . .		**19,610.00**

Rupees : Ninteen Thousand Six Hundred Ten Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Transport cost shall be borne by us.
Warranty	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : 03/02/2023

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Purchase Order

 03-02-2023 10:27:16 Original / Office Copy / Purchase Div.Copy

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 : 03/02/2023

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	01.02.2023			
Site & Phase :	Head Office	Time:	3:15			
Unit No./Block No.						
Supplier:		Req. No.	204548			
Material required before date:	96711	ID No.	83926			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5901-Stationary-Paper A4----Bundles 4663	50	✗	270+12	96144	
2	STAT5876-Stationary-Paper A3----Bundles 5693	(75 GSM) 05	✗	570		
3	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos	30	✓			
4	STAT1670-Stationary-Erazers----Nos	01 box	✓			
5	STAT1764-Stationary-Cutter----Nos 176406	10	✗	8 +18%		
6	STAT1887-Stationary-Sharpners----Nos	01 box	✓			
7	STAT2658-Stationary-Scissors----Nos 2658	5	✗	50+18%		
8	STAT2673-Stationary-Courier Covers A3----Bundles 2673	20	✗	8 +18%		
9	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	30	✓			
10	STAT4079-Stationary-Binder Clips ---15mm-Nos	01 box	✓			
11	STAT3692-Stationary-Binder Clips ---20mm-Nos	01 box	✓			
12	STAT4663-Stationary-File folder L----Nos	100	✓			
13	STAT5693-Stationary-Fevistick----Nos 8323	20 01 box	✗	18+18%		
14	STAT6194-Stationary-Scales----Nos 6194	10 01 box	✗	10+18%		
15	STAT6576-Stationary-Transparent Box----Nos 6576	10	✗			
16	STAT7304-Stationary-Highlighter----Nos	10	✓			
17	STAT8753-Stationary-Pencil----Boxes	02 box	✓			
18	STAT8800-Stationary-Cello Tapes one side----Nos 3831	3	✗	50 +18%		
19	STAT8805-Stationary-Stapler Pins 10----Boxes	01 box	✓			
20	STAT8951-Stationary-Project Folder---A3&A4-Nos	200	✓			
21	STAT9799-Stationary-CD Marker----Nos	10	✓			
22	STAT9457-Stationary-Sketch pens----Nos	Blue & Red - 01 packet	✓			
23	COMP1120-Peripherals-Laptop bag----Nos	2				
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	01.02.2023					

APPROVED
03 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT