PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	11/02/23	Prepared by	Ashajyothi	Serial no.	14519
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	07/02/23	PO/WO No.	96909	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1381	10/02/23	885/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	885/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117317	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:	885/-
Amount E – PO / WO value:	885/-
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	28/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi	APPROVED			
Sign:	Asha	13 FEB 2023			
Date	11/02/23	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 96909 Date 170811

Delivery Challan No Date

Bill No. 2022-2023 1381 Date 10/2/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Printer Cabel		5no	150		750			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		750			
				CGST		67.5			
				SGST		67.5			
				Grand Total		885		885	-0

INWARD
Inward No. 13406 Dt: 10/2/23
GRN No: 117317 Dt: 11/2/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 10568
Date: 11/2
Sign:
R.R. DIST.

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

 07-02-2023 2:41:57 PM Origin:

96909
28.01.23 12:54:55

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**	96909	170811
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	07-02-2023	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	07-02-2023	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	831100 - COMP-Peripherals - Printer cable-- - - - Nos	5.00	150.00	0.00	0.00	750.00
					Total Order Value . . .	**750.00**

Rupees : Seven Hundred Fifty 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 : 08/02/2023

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: 07.02.2023

Time: 11:00:00

Req. No. 170811

ID No. 84100

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP2957-Peripherals-Printer cable----Nos 96937 96909.	5		5		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Ashajyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED
07 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT