

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 11/02/23		Prepared by: Ashajyothi		Serial no. 14515	
Supplier name: Venkatanamana Stationery & Binding works		Project: SLLP		HO inward no.	
Firm/Company: SLLP		Project: SLLP		HO received date	
PO/WO date: 07/02/23		PO/WO No. 96916		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1380	10/02/23	1,416/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,416/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 117811		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges				-	
Amount C –Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1,416/-	
Amount E – PO / WO value:				1,416/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		20/02/23			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi				
Sign:	Ashg				
Date	11/02/23				
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 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: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

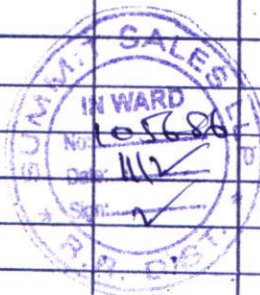
Order No 96916/170807 Date 7/2/23

Delivery Challan No _____ Date _____

GSTIN 36ACQFS 2044 C127

Bill No. 2022-2023 **1380** Date 10/2/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Removal		✓ 100no	12		1200		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



INWARD
No. 19607 Dt. 10/2/23
IN No: 117811 Dt. 11/2/23
Received By: _____ Sign: 2

Rupees _____

SUMMIT SALES LLP

Receiver's Signature & Seal _____

Total			
SUB Total		1200	
CGST		108	
SGST		108	
Grand Total		1416	1416

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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07-02-2023 17:14:50



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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	96916	170807
Doc Date	07-02-2023	
Quote No	nil	
Quote Date	06-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 918400 - ELCD-Electrical - Thermocol sheet-- - 600X1200X12 mm - Nos	100.00	12.00	0.00	18.00	1,416.00

Total Order Value . . . 1,416.00

Rupees : One Thousand Four Hundred Sixteen Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 stock replenishing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Name : _____

[Handwritten Signature]
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:

S No . Item

- 1 ELEC4220-Electrical-Conducting Pipe -PVC--25X1.2mm-Nos ✓
 - 2 ELEC3590-Electrical-Conducting Bends -PVC--25X1.5mm-Nos ✓
 - 3 ELEC3046-Electrical-Deep box -PVC--25mm-Nos ✓
 - 4 ELEC6126-Electrical-Junction box -PVC--25mm-Nos ✓
 - 5 ELEC2741-Electrical-Fan box -PVC--25mm-Nos ✓
 - 6 ELEC4374-Electrical-Insulation tapes---20nos-Boxes ✓
 - 7 ELEC2354-Electrical-Metal Box---8Way-Nos ✓
 - 8 ELEC8980-Electrical-Metal Box---6Way-Nos ✓
 - 9 ELEC6799-Electrical-Thermocol sheet---600X1200X12 mm-Nos ✓
 - 10 ELEC1501-Electrical-Spring wire---30mtrs bundle -Bundles ✓
- Remarks: For Stock Replenishing purpose

Engineer

M. Ashajyothi

Approved By: Minish

Sign & Date:

PO# 96916
PO# 9695

Date: 06.02.2023

Time: 11:00:00

Req. No. 170807

ID No. 84096

Qty required at site	Qty available	Order Qty	Inward No	Inward Date
500 ✓	259	500		
1000 ✓	895	1000		
300 ✓	600	300		
600 ✓	431	600		
100 ✓	74	100		
540 ✓	279	540		
80 ✓	0	80		
400 ✓	255	400		
100 ✓	80	100		
10 ✓	5	10		

Project Manager

Purchase

MD

APPROVED BY

06 FEB 2023

SOHAM MOJI
MANAGING DIRECTOR