PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/02/23	Prepared by	Minish	Serial no.	**15020**
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	11/02/23	PO/WO No.	97065	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1409	16/02/23	8,326/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8,326/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117716	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:	8,326/-
Amount E – PO / WO value:	8,326/-
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	27/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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 36ACQFS2044C1Z7

Order No 97065 204550 Date 10/2/23

Delivery Challan No Date

Bill No. 2022-2023 1409 Date 16/2/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	L-folder	3919	50no	12		600		
2	Ink		2no	700		1400		
3	AA	8506	12no	38		456		
4	A3 lamination	3926	4pkt	1150		4600		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total		7056		
				CGST		635.04		
				SGST		635.04		
				Grand Total		8326.08		8326—

INWARD
Inward No: 923 Dt: 16/2/23
MRN No: 11776 Dt:
Received By: Sign:
MODI PROPERTIES

Rupees..

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 10504
Date: 20/2/23
Sign:
R.R. DIST.

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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97065
08.02.23 3:15:06

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	97065	204550
Doc Date	11-02-2023	
Quote No	nil	
Quote Date	10-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 979900 - STAT-Stationary - File folder-L-- - - - Nos *Legal*	50.00	12.00	0.00	18.00	708.00
2 390200 - COMP-Peripherals - Ink Cartidge-Black- - - - Nos	2.00	700.00	0.00	18.00	1,652.00
3 507400 - MISC-Miscellaneous - Battery-- - NA - Nos *duracell*	12.00	38.00	0.00	18.00	538.08
4 979900 - STAT-Stationary - File folder-L-- - - - Nos *Lamination-A3*	4.00	1,150.00	0.00	18.00	5,428.00
			Total Order Value . . .		**8,326.08**

Rupees : Eight Thousand Three Hundred Twenty Six and Paise Eight 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf specifications.Above order for Head office purpose.
Completion Date	Nil
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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Summit Sales LLP*
Authorised Signatory

Name : 22/02/2023

Name : ______________

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

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	10.02.2023			
Site & Phase :	Head Office	Time:	11:42			
Unit No./Block No.						
Supplier:		Req. No.	204550			
Material required before date:	97065	ID No.	84208			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1 97990	STAT4663-Stationary-File folder L----Nos	(Legal) 50	12	Venkataraman		
2 39020	COMP8921-Peripherals-Ink Cartidge-Black---Nos	2	700			
3	GENE2419-General Items-Safety Shoe Male---No 8-Nos	1	910 bar			
4 45074	MISC5074-Miscellaneous-Battery----Nos	(Duracell) 12	38			
5 97799	STAT4663-Stationary-File folder L----Nos	(Lamination - A3) 04	1150			
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	10.02.2023					

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