PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	01/03/2023	Prepared by	MINISH	Serial no.	15191
Supplier name	Venkatalaxmana Stationery & Binding Works.			HO inward no.	
Firm/Company	SILLP	Project	SHLLP.	HO received date	
PO/WO date	25/02/2023.	PO/WO No.	97551	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1460	27/02/2023	30,368/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			30,368/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report				
MRN nos.:	117956		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:	30,368/-
Amount E – PO / WO value:	30,368/-
Amount F – Difference (A – E):	. NIL -
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	06/03/2023.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		01 MAR 2023			
Date		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 36ACQFS 2044 C1Z7

Order No 97551/204551 Date 25/2/23

Delivery Challan No Date

Bill No. 2022-2023 1460 Date 27/2/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper 75 GSM	4802	50 Pkt	270	13500				
2	A3 paper 100 GSM	"	5 Pkt	870	4350				
3	A3 paper 75 GSM	"	5 Pkt	570	2850				
4	A5 paper	"	20 Pkt	150	3000				
5	ledger Paper	"	5 Pkt	430	2150				
6	~~Epson~~ Ink Cartridge	9612	12 no	100		1200			
7									
8									
9									
10									
11									
12									
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14									
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17									
18									
19									
20									

INWARD
Inward No: 938 Dt: 27/2/23
MRN No: 117956
Received By: Suman
MODI PROPERTIES

Rupees..........

Total				
SUB Total	25850	1200		
CGST	1551	108		
SGST	1551	108		
Grand Total	28952	1416		30368-00

SUMMIT SALES LLP R.R. DIST. IN WARD No. 10646 Date 01/3/23

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

 25-02-2023 11:14:03

97551
16.02.23 5:15:17

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**	97551	204551
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	25-02-2023	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	24-02-2023	
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 *100-GSM*	5.00	870.00	0.00	12.00	4,872.00
3	569300 - STAT-Stationary - Paper A3-- - - - Bundles *75-GSM*	5.00	570.00	0.00	12.00	3,192.00
4	730500 - STAT-Stationary - Paper A5-- - NA - Bundles	20.00	150.00	0.00	12.00	3,360.00
5	267400 - STAT-Stationary - Ledger Paper-Green- - NA - Bundles	5.00	430.00	0.00	12.00	2,408.00
6	390200 - COMP-Peripherals - Ink Cartidge-Black- - - - Nos *PARKER PEN*	12.00	100.00	0.00	18.00	1,416.00
				Total Order Value . . .		**30,368.00**

Rupees : Thirty Thousand Three Hundred Sixty Eight 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
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 : 25/02/2023

Contact

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	Summit Sales LLP Common Expenses	Date:	24.02.23				
Site & Phase :	Head Office	Time:	5:55				
Unit No./Block No.							
Supplier:		Req. No.	204551				
Material required before date:	Bo No: 97551	ID No.	84647.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT5901-Stationary-Paper A4----Bundles 456300	50	270				
~~3~~ 2	STAT5876-Stationary-Paper A3----Bundles 569300	(100- GSM) - 05	870				
~~4~~ 3	STAT5876-Stationary-Paper A3----Bundles	(75- GSM) - 05	570				
~~5~~ 4	STAT7305-Stationary-Paper A5----Bundles 730100	20	150				
~~6~~ 5	STAT2674-Stationary-Ledger Paper-Green---Bundles 267400	5	430				
~~7~~ 6	COMP8921-Peripherals-Ink Cartidge-Black---Nos 390200	(PARKER PEN) 12	100	87			
Remarks:							
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Jai Kumar	Jai Kumar					
Approved By:	Jai Kumar. G						
Sign & Date:	24.02.23						

APPROVED
25 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

96548