PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/03/23	Prepared by	Asha Jyothi	Serial no.	**15756**
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	SCLLP	Project	HO	HO received date	
PO/WO date	03/02/23	PO/WO No.	97762	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1476	03/03/23	39,898/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	39,898/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	118319	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:	39,898/-
Amount E – PO / WO value:	39,898/-
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	20/03/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		14 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.

Purchase Order

 03-03-2023 10:41:46

97762
16.02.23 5:15:19

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**	97762	204552
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	03-03-2023	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	02-03-2023	
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	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100GSM*	10.00	435.00	0.00	12.00	4,872.00
3	569300 - STAT-Stationary - Paper A3-- - - - Bundles *75GSM*	5.00	870.00	0.00	12.00	4,872.00
4	187000 - STAT-Stationary - Ledger Papers-- - - - Bundles *GREEN*	5.00	430.00	0.00	12.00	2,408.00
5	600200 - STAT-Stationary - Box File Big-- - - - Nos	50.00	55.00	0.00	18.00	3,245.00
6	682300 - STAT-Stationary - Box File Small-- - - - Nos	50.00	53.00	0.00	18.00	3,127.00
7	874600 - STAT-Stationary - Calculator-- - - - Nos	10.00	150.00	0.00	18.00	1,770.00
8	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	300.00	6.00	0.00	18.00	2,124.00
9	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	12.00	0.00	18.00	1,416.00
10	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	8.00	0.00	18.00	944.00
				Total Order Value . . .		**39,898.00**

Rupees : Thirty Nine Thousand Eight Hundred Ninty Eight Only.

Terms and Conditions :-

Specification / 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 Transport cost shall be borne by us.

Warranty Nil

For ***Summit Sales LLP***
Authorised Signatory

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

Name : ____________ Name : ____________ Date : __/__/____

Contact ...

Purchase Order

 03-03-2023 10:41:46 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

Accepted the above Terms And Conditions

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

Name : ________________ Name : ________________ Date : __/__/____

Contact - -

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	02.03.2023			
Site & Phase :	Head Office	Time	03:10			
Unit No./Block No.						
Supplier:	97762	Req. No.	204552			
Material required before date:		ID No.	84817			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5901-Stationary-Paper A4----Bundles	50	270			
2	STAT5901-Stationary-Paper A4----Bundles	10 (100 GSM)	435			
3	STAT5876-Stationary-Paper A3----Bundles	05 (75 GSM)	870			
4	STAT2674-Stationary-Ledger Paper-Green---Bundles	5	430			
5	STAT1083-Stationary-Box File Big----Nos	50	55			
6	STAT4855-Stationary-Box File Small----Nos	50	53			
7	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos	30	3			
8	STAT2503-Stationary-Calculator----Nos	10	150			
9	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	20	3			
10	STAT3692-Stationary-Binder Clips ---20mm-Nos 25 mm	02 big box's	36			
11	STAT4663-Stationary-File folder L----Nos	100	8			
12	STAT7304-Stationary-Highlighter----Nos	10	15			
13	STAT7751-Stationary-Whitners----Nos	10	20			
14	STAT8753-Stationary-Pencil----Boxes	2	46			
15	STAT8805-Stationary-Stapler Pins 10----Boxes	2	160			
16	STAT8951-Stationary-Project Folder---A3&A4-Nos	300 (A4)	6			
17	STAT9799-Stationary-CD Marker----Nos	10 (Green & blue)	8			
18	STAT4663-Stationary-File folder L----Nos Lazer	100	12			
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	02.03.2023					

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076 / 9966518678

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

Order No 97762 Date 3/3/23

Delivery Challan No Date

GSTIN 36ACQFS2044C1Z7

Bill No. 2022-2023 1476 Date 3/3/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 paper	4802	50pkt	270	13500			
2	A4 paper 100GSM	"	10pkt	435	4350			
3	A3 paper	"	5pkt	870	4350			
4	ledger paper	"	5pkt	430	2150			
5	Boxfile	4819	50no	55	~~2750~~	2750		
6	" small	"	50no	53	~~2650~~	2650		
7	Calculator	8472	10no	150		1500		
8	Project folder	3919	300no	6		1800		
9	L-folder movalo	"	100no	12		1200		
10	" Transparent	"	100no	8		800		
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total	24350	10700		
				CGST	1461	963		
				SGST	1461	963		
				Grand Total	27272	12626		39898

INWARD
Inward No: 950 Dt: 3/3/23
MRN No: 11839 Dt:
Received By: Sign:
...RTIES

Rupees..

Receiver's Signature & Seal

SUMMIT SALES LLP R.R. DIST. IN WARD No. 106550 Date: 9/3/23 Sign:

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