

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		20/06/23		Prepared by		A. Janaki		Serial no.			
Supplier name		Venkatasramana Stationary & Building works						HO inward no.			
Firm/Company		SSLP		Project		SS Common Expenses		HO received date			
PO/WO date		25/03/23		PO/WO No.		20230325041		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1594	27/3/23	21,672/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		21,672/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.:		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:		21,672/-
Amount E – PO / WO value:		22,833/-
Amount F – Difference (A – E):		1161/-
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		
Remarks: Raised Po on 18/5. Tax Actually the tax on Paper is 12% which is updated in 'M-codex (Now)'.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	A. Janaki				
Sign:	A ^o				
Date	20/06/23				
Approval limit	Upto 20k	Upto 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.

Scan Id: 137615

CASH MEMO

Ph: 040 - 27842572

Cell: 9849360076

TAX INVOICE

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

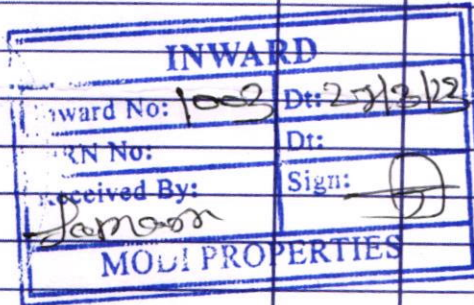
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP MRN to be generatedOrder No 20230325041 Date 25/3/23

Delivery Challan No _____ Date _____

GSTIN 36ACQ 75 2044 C1 27Bill No. 2022-23 1594 Date 27/3/23

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 paper	4802	50kt	270	13500			
2	A3 paper	"	5kt	570	2850			
3	A5 paper	"	20kt	150	3000			
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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

Total

SUB Total

CGST

SGST

Grand Total

19350

1161

1161

21672

21672

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

gil col 2 timor 2

89/3/62 4050 DP31 82-888

FF 20 PUBS CF 07A JE

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