## PURCHASE DIVISION Advice for approval for credit to supplier

Date:	e: 200623 Pre		A. Jarake Seria		Serial no.			
Supplier name		o cla	ionary & Buildingworks HO inwar			d no.		
Firm/Company	Company SSLLP Project		BO Ray	SS Common Expenses				
PO/WO date	/WO date 25/03/23 PO/WO		No. 20230325041 Scan ID.					
Sl no.	Bill no.			Bill date Bill amount			t Original attached	
1.	1594			243/23 21,672			□ Yes □ No	
2.					1		□ Yes □ No	
3.							□ Yes □ No	
4.							□ Yes □ No	
Amount A – Bills to	otal (Excluding Trans	port & H	amali Charg	ges):		2	1,672/-	
Proof of delivery by	way of:   DCs/bill	□ Steel r	eport  RM	C pour repor	rt 🗆 Solid block rep	ort 🗆 Ins	stallation report	
MRN nos.:					Proof of delivery		√Yes □ No	
	Condition The Condition of the Condition			matches MRN				
Amount B Other Credits: Transportation charges								
Amount C – Other Debits :								
Amount D (D=A+B-C) – Amount to be credited to the supplier:							1,672/-	
Amount E – PO / WO value:							2,833	
Amount F – Difference (A – E):							,	
Quantity received as	✓Yes □ Excess received □ Short received □ Part received							
Close PO / WO	¥Yes □ No – wait for balance material □ Other							
Payment – due date								
Remarks: Rays.	ed Ro on	18/	Tap	Acotivo	Ally . He la	y on	P. Dat 11	
12/1 Whice	ch is updo	1.	. /	1-code		y on	later is	
Approved by	Purchase Officer	Rure	hase	M D	Accoun	tant	Accounts	
Name:	A. Janaké Al	PRO	PED				Manager	
Sign:	Ag 2	n JUN	2073					
Date	20/20/0	VISH P						
Approval limit	10/11	to per 20	BUREMEN	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 Ed: 137615



Ph: 040 - 27842572 Cell: 9849360076

## 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@gn

GSTIN 36 ACQ 75 2044 C1 27  BILLIANS  BARTICHIANS  BARTICHIANS  BARTICHIANS  BILLIANS	ivery Challan N No. 2022 – 23 12% GST	0	Date 2	7/3/23			
GSTIN 36 ACQ 75 2044 C1 27  SI PARTICINARS HSN ON ST	No. 2 0 2 2 - 2 3 12% GST	1594	Date 2	7/3/23			
SI PARTICINARS HSN Otto	12% GST	18%		7/3/23			
SI PARTICULARS HSN ON B.	GST			1-1-	Date 27/3/23		
No PARTICULARS Code Qty Rate	13500		0% -5% GST	Amount			
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2 A3 Paper a SAH 570	2850				+		
1 An Paper 6802 Solt 2-70 2 A3 Paper 9 SPH 57 0 3 AS Paper 1 20PH 150	3000		/		+		
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Goods once sold will not be taken back For: VENKATARAMANA STATIONERY AND BINDING WORKS

Subject to Secunderabad Jurisdiction. THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad. RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

Interest @2%p.m. if not paid within 30 days time



Ph: 040 - 27842572 Cell: 9819360076 INX INVOICE

WENKATARAMANA STAROGRERY AND BINDING WORKS

Registers Account to Stationery & Keres Party Ede Available

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Interest @2560.m. if not to see bein 30 days film

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