

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/01/22	Prepared by	Tanake	Serial no.	1355
Supplier name	venkataramana stationery & Binding works			HO inward no.	
Firm/Company	Summit school	Project	Head office	HO received date	
PO/WO date	11/01/22	PO/WO No.	84418	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1037	12/01/22	6990/-	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				6990/-	
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:				6990/-	
Amount E - PO / WO value:				6990/-	
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		24/01/22			
Remarks: Final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Tanake	P. Prabhakar			
Sign:	Tanake				
Date	17/01/22	18 JAN 2022			
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

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 LLPOrder No 84418 183360 Date 4/1/2022

Delivery Challan No _____ Date _____

GSTIN 36ACQFS2044C1277Bill No. 2021-22 **1037** Date 12/1/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	AS Paper	4802	1500	100	1500				
2	Desk Calender	4821	600	75		4500			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD	
Inward No: <u>727</u>	Dt: <u>12/1/22</u>
MRN No:	Dt:
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
MODI PROPERTIES	

Rupees

Total

SUB Total

CGST

SGST

Grand Total

1500

4500

90

405

90

405

1680

5310

6990

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M122

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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11-01-2022 13:11:22



84418

08.01.22 11:42:54

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	84418	183360
Doc Date	11-01-2022	
Quote No	Nil	
Quote Date	11-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles A5	15.00	100.00	0.00	12.00	1,680.00
2 7520 - Stationery - other - Desk Calender - NA - nos	60.00	75.00	0.00	18.00	5,310.00
Total Order Value . . .					6,990.00

Rupees : Six Thousand Nine Hundred Ninty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation	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	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 deli vary /DC can be sent by email.

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

For **Summit Sales LLP**
Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

[illegible]

Note: On receipt of material at site write inward number and date in last 2 columns.