

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	17/01/22	Prepared by	Janaki	Serial no.	1356
Supplier name	Venkataswamy Stationery & Binding Works			HO inward no.	
Firm/Company	Summit Setup	Project	Head Office	HO received date	
PO/WO date	05/01/22	PO/WO No.	84234	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1007	05/01/22	9676	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 9676/-

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
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 9676/-

Amount E – PO / WO value: 9676/-

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	M D	Accountant	Accounts Manager
Name:	Janaki	Babbar			
Sign:	Janaki				
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 weightment 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. <u>Summit Sales LLP</u>	Order No <u>84234/183350</u> Date <u>5/1/22</u>
	Delivery Challan No _____ Date _____
GSTIN <u>36ACQFS2044C127</u>	Bill No. 2021-22 <u>1007</u> Date <u>5/1/2022</u>

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Box file	4819	100pc	42		4200		
2	Voucher file	u	100pc	40		4000		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD	
Inward No: <u>685</u>	Dt: <u>05/01/22</u>
MRN No: _____	Dt: _____
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
MODI PROPERTIES	

Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M122

Terms & Conditions

Goods once sold will not be taken back

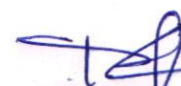
Interest @2%p.m. if not paid within 30 days time

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

Page(s) 1 Of 1

05-01-2022 11:07:29



84234

5:44:07

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	84234	183350
Doc Date	05-01-2022	
Quote No	Nil	
Quote Date	05-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7507 - Stationery - other - Box file - Big - nos	100.00	42.00	0.00	18.00	4,956.00
2 7508 - Stationery - other - Box file - small - nos	100.00	40.00	0.00	18.00	4,720.00
Total Order Value . . .					9,676.00

Rupees : Nine Thousand Six Hundred Seventy Six 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.

For **Summit Sales LLP**

Authorised Signatory

Name : 

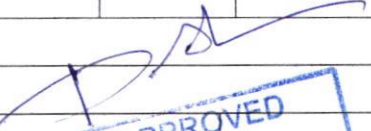
Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:	31.12.2021	
Site & Phase :		Head Office		Time:	11:01 am	
				Req. No.	183350	
Material required before date:				ID No.	72581	
No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's		
02	Paper Bundles (A4- 100 GSM)	A4	05	No's		
03	Paper Bundles -(Legal green)	Legal	05	No's		
04	Box Files	Big	100	No's		
05	Box Files 821234	Small	100	No's		
Remarks:						
Prepared By		Jai kumar	Approved by			
Date		31.12.2021	Sign. & Date			

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

