PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/1/22	Prepared by	Sneha.	Serial no.	UC179F
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	Summit safes	Project	SHLLP	HO received date	
PO/WO date	20/1/22	PO/WO No:	84693	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1079	21/1/22	14316/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14316/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102600	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:	14316/-
Amount E – PO / WO value:	14316/-
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	7/2/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Prabhakar			
Sign:	Sneha	[signature]			
Date	24/1/22	25 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR

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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP.

GSTIN 36ACQFS2044C1Z7

Order No 84693/89371 Date 20/01/2022

Delivery Challan No Date

Bill No. 2021-22 1079 Date 21/01/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50Pkts	210	10500				
2	Ledger Paper		5Pkt	330	1650				
3	Tag Bundle		50 bundle	12		600			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	12150	600			
				CGST	729	54			
				SGST	729	54			
				Grand Total	13608	708		14316	00

Rupees..

INWARD
Inward No: 17581 Dt: 21/01/22
MRN No: 102600 Dt: 22/1/22
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

SUMMIT SALES LLP R.R. DIST. IN WARD No: 9005 Date: 22/01 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

Purchase Order

 20-01-2022 11:42:34 AM

84693 .Copy

08.01.22 11:50:04

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**	84693	169371
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	20-01-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	13-01-2022	
27842572 9849360076	**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	50.00	210.00	0.00	12.00	11,760.00
2	7542 - Stationery - other - Ledger Paper - NA - bundles	5.00	330.00	0.00	12.00	1,848.00
3	7596 - Stationery - other - Tag files - NA - nos	50.00	12.00	0.00	18.00	708.00
					Total Order Value . . .	**14,316.00**

Rupees : Fourteen Thousand Three Hundred Sixteen 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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 Stock replinishing 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 : 21/01/2022

Contact - -

Accepted the above Terms And Conditions

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

Name : ____

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	13.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169371
Material required before date:	10.01.2022	ID No.	73002

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper A4 venkata	A4	50	Bundles		
2	Ledger green paper 84693.		5	Bundles		
3	Tag files		50	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	13..01..2022	Sign. & Date	

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

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR