PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	Manju	Serial no.	2291
Supplier name	Venkataramana Stationers & Bing			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	85079	PO/WO No.	85079	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1127	1/2/22	13,388/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13,388/-

Proof of delivery by way of: ☐ DCs/bill ☑ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	103171	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:	13,388/-
Amount E – PO / WO value:	13,388/-
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	14/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manju				
Sign:	Manju	03 FEB 2022			
Date	3/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
03 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 / 99665 18678

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
M.G. Road

GSTIN 36ACQFS2044C1Z7

Order No 85079 Date 1/2/22

Delivery Challan No Date

Bill No. 2021-22 1127 Date 2/2/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pen (Blue)		200	3/-		600			
2	Paper A4		50	210/-	10500				
3	Cello Tape 1"		24	15/-		360			
4	Cello Tape		12	35/-		420			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP R.R. DIST.
INWARD No: 90477
Date: 3/2
Sign:

Total	10500	1380			
SUB Total					
CGST	630=00	124=20			
SGST	630=00	124=20			
Grand Total	11760=00	1628=40		13388=4	

11760=00

Rupees..
....

INWARD
Inward No: 17640 Dt: 3/2/22
MRN No: 103171 Dt:
Received By: Sign:
SUMMIT SALES LLP

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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85079
31.01.22 4:50:16

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	85079	169420
Doc Date	01-02-2022	
Quote No	Nil	
Quote Date	01-02-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue (ordinary)*	200.00	3.00	0.00	18.00	708.00
2	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
3	7513 - Stationery - other - Cello Tape - 1 In - nos *2inch*	24.00	15.00	0.00	18.00	424.80
4	7514 - Stationery - other - Cello Tape - other - nos *Brown Tape 2inch*	12.00	35.00	0.00	18.00	495.60
	Total Order Value . . .					**13,388.40**

Rupees : Thirteen Thousand Three Hundred Eighty Eight and Paise Fourty 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 maintenance 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 : 01/02/2022

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169420
Material required before date:	10.01.2022	ID No.	73426

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pen ordinary		200	Nos		
2	Paper A4 85079	A4	50	Bundle		
3	Tranperent Tape	2”	12	Nos		
4	Brown tape	2”	12	Nos		
5	White Tape	2”	12	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	28.01..2022	Sign. & Date	31 JAN 2022

SOHAM MODI
MANAGING DIRECTOR

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