

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/2/22		Prepared by: <i>Monu</i>		Serial no. 2299	
Supplier name: Ventikatra stationery		Project: SHLP		HO inward no.	
Firm/Company: SSHP		PO/WO No. 84875		HO received date	
PO/WO date: 25/1/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1121	1/2/22	40121-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

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

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

MRN nos.: 103163	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: 40121-

Amount E – PO / WO value: 40121-

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: 8/4/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>Monu</i>	<i>Monu</i>			
Sign:	<i>Monu</i>	<i>Monu</i>			
Date:	3/2/22	03 FEB 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 / 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: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 84875/169367 Date 25/11/2022

Delivery Challan No _____ Date _____

GSTIN 36ACQFS 2044C1Z7Bill No. 2021-22 **1121**Date 1/2/2022

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	mouse	8471	5no	350		1750		
2	pen drive 32GB	8471	3no	550		1650		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....

Total

SUB Total

3400

CGST

306

SGST

306

Grand Total

4012

4012

Receiver's Signature & Seal

Sign: Sy

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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03-02-2022 13:14:00



84875

08.01.22 12:01:48

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.

Doc No 84875 169367

Doc Date 25-01-2022

Quote No NIL

Quote Date 13-01-2022

SupplyType Supply

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3516 - Computers and Peripherals - Mouse - NA - nos Dell	5.00	350.00	0.00	18.00	2,065.00
2 3518 - Computers and Peripherals - Pen Drive - other - nos sandisk	3.00	550.00	0.00	18.00	1,947.00
Total Order Value . . .					4,012.00

Rupees : Four Thousand Twelve 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

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 Stock Replenishing 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 delivery /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		13.01.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169367	
Material required before date:		10.01.2022		ID No.		72998	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mouse, logitek, Dell		5	Nos			
2	Pendrive sandisk		3	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.

84875

Vanajakshi

