

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/2/22		Prepared by: <i>Monish</i>		Serial no. 2296	
Supplier name: Venkatrao stali & B. S. Reddy		Project: SHWP		HO inward no.	
Firm/Company: SHWP		PO/WO No. 85038		HO received date	
PO/WO date: 1/2/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1122	1/2/22	2,065/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.			2,065/-	☐ 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.: 103172	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: 2065/-

Amount E – PO / WO value: 2065/-

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	MD	Accountant	Accounts Manager
Name:	<i>Monish</i>				
Sign:	<i>Monish</i>				
Date:	3/2/22				
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.

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. <u>Summit Sales LLP</u>	Order No <u>85038/169418</u> Date <u>1/2/2022</u>
	Delivery Challan No _____ Date _____
GSTIN <u>36ACQFS2044C127</u>	Bill No. 2021-22 1122 Date <u>1/2/2022</u>

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



Rupees	INWARD	Total	
Inward No: <u>17647</u> Dt: <u>3/2/22</u>		SUB Total	1750
MRN No: <u>10372</u> Dt: _____		CGST	157.5
Received By: _____ Sign: <u>Sy</u>		SGST	157.5
Receiver's Signature & Seal <u>SUMMIT SALES LLP</u>		Grand Total	2065

GSTIN: 36AEJPP58T1M1Z2

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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01-02-2022 10:56:33

py

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



85038

31.01.22 4:50:16

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	85038	169418
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 3516 - Computers and Peripherals - Mouse - NA - nos Logitek	5.00	350.00	0.00	18.00	2,065.00
Total Order Value . . .					2,065.00

Rupees : Two Thousand Sixty Five 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 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:		SSLLP		Date:		28.01.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169418	
Material required before date:		10.01.2022		ID No.		73424	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mouse,Logitek ,Dell 85038		5	Nos			
Remarks: For Stock Replenishing Purpose							
Prepared By		N.Vanajakshi		Approved by		APPROVED BY	
Sign.& Date		28.01..2022		Sign. & Date		31 JAN 2022	

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

✓
SOHAM MODI
MANAGING DIRECTOR