PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/2/22	Prepared by	Hemda	Serial no.	2798
Supplier name	Venkatrama Stationary & Binding Work			HO inward no.	
Firm/Company	SSLCP	Project	SHWP	HO received date	
PO/WO date	8/2/22	PO/WO No.	85265	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1167	10/2/22	9,178/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,178/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103560	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:	9,178/-
Amount E – PO / WO value:	9,178/-
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	19/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemda				
Sign:		14 FEB 2022			
Date	12/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 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

GSTIN 36ACQFS2044C1Z7

Order No 85265 Date

Delivery Challan No Date

Bill No. 2021-22 1167 Date 10/2/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 Paper 100GSM	4802	5Pkt	660	3300				
2	A4 Paper 100GSM	"	5Pkt	330	1650				
3	Pencil	9608	10Pkt	40	400				
4	CD marker	9609	90no	15		1350			
5	Permanent marker	"	90no	15		1350			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	5350	2700			
				CGST	321	243			
				SGST	321	243			
				Grand Total	5992	3186		9178	00

SUMMIT SALES LLP
IN WARD
No: 90915
Date: 12/2
Sign:
R.R. DIST.

INWARD
Inward No: 19677 Dt: 11/2/22
MRN No: 103560 Dt: 11/2
Received By: Sign:
SUMMIT SALES LLP

Rupees..

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

 10-02-2022 11:23:16

85265
31.01.22 4:53:34

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**	85265	169446
	Doc Date	08-02-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	08-02-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7554 - Stationery - other - Paper - A3 - bundles *100GSM*	5.00	660.00	0.00	12.00	3,696.00
2	7555 - Stationery - other - Paper - A4 - bundles *100GSM*	5.00	330.00	0.00	12.00	1,848.00
3	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
4	7512 - Stationery - other - CD Marker - NA - nos *Blue-30 Black-30 Red-30*	90.00	15.00	0.00	18.00	1,593.00
5	7544 - Stationery - other - Marker - NA - nos *Blue-30 Black -30 Red-30*	90.00	15.00	0.00	18.00	1,593.00
				Total Order Value . . .		**9,178.00**

Rupees : Nine Thousand One Hundred Seventy Eight Only.

<u>Terms and Conditions :-</u>

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	.

For ***Summit Sales LLP***

Authorised Signatory

12/02/2022

Name : ______________________

Name : ______________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	04.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169446
Material required before date: 10.01.2022		ID No.	73638

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper bundle 100gsm	A3	5	Bundle		
2	Paper bundle 100gsm	A4	5	Bundle		
3	Pencil Box		10	Nos		
4	CD Marker	Blue	30	Nos		
5	CD Marker 85265	Black	30	Nos		
6	CD Marker	Red	30	Nos		
7	Permanent Marker	Blue	30	Nos		
8	Permanent Marker	Black	30	Nos		
9	Permanent Marker	Red	30	Nos		

Remarks: For stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	04.02..2022	Sign. & Date	07 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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