

PURCHASE DIVISION
Advice for approval for credit to supplier

(2)

Date: 19/2/22		Prepared by: S. L. C.		Serial no. 2258	
Supplier name: Venkataramana Stationery & Bio		HO inward no.			
Firm/Company: S. S. L. P.		Project: SHIP		HO received date	
PO/WO date: 15/2/22		PO/WO No. 85568		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1195	17/2/22	33120-36	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				33120.36/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	103953		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:				33,120.36/-	
Amount E - PO / WO value:				33,120.36/-	
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		28/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. L. C.	P. PRABHAKAR			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date	19/2/22	9 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 Up

Order No 85568 Date 17/2/22

Delivery Challan No _____ Date _____

Bill No. 2021-22 1198 Date 17/2/22

GSTIN 36ACAFS2044C1Z7

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Binder clip 32mm	✓	36	42		1512		
2	Pen Blue 200 B/100	✓	300	3		900		
3	Marker Blue/30 B/20	✓	50	15		750		
4	Eraser	✓	30	18		540		
5	Stapler Small	✓	50	35		1750		
6	Stapler pen Small	✓	200	6		1200		
7	Key chain Rings	✓	200	5		1000		
8	Plastic cards	✓	200	5		1000		
9	Note pad	✓	50	30		1500		
10	Binder clips 19mm	✓	36	24		864		
11	Binder clips 25mm	✓	36	36		1296		
12	Rubber Bands	✓	10	40		400		
13	Scale	✓	10	25		250		
14	File folders ^{Plye} A4	✓	500	5		2500		
15	File folders ^{Cover} A4	✓	300	5		1500		
16	Cello tape 3" Brown	✓	12	35		420		
17	" " 2" "	✓	24	30		720		
18	A4 paper	✓	50	210	10500			
19								
20								

Rupees.....

Inward No: 17732 Dt: 17/2/22
GRN No: 103953 Dt: 18/2/22
Received By: _____ Sign: 81

Total	10500	18102		
SUB Total				
CGST	630	1629/18		
SGST	630	1629/18		
Grand Total	11760	21360/36	33120	36

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

VENUE: TAMAMU AT ONEP

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Purchase Order

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19-02-2022 16:18:20



85568

14.02.22 2:32:33

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	85568	169469
Doc Date	15-02-2022	
Quote No	Nil	
Quote Date	15-02-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7505 - Stationery - other - Binder Clips - other - boxes 32mm	36.00	42.00	0.00	18.00	1,784.16
2 7560 - Stationery - other - Pen - NA - nos Blue-200 Black-100	300.00	3.00	0.00	18.00	1,062.00
3 7544 - Stationery - other - Marker - NA - nos Black-30 Green-20	50.00	15.00	0.00	18.00	885.00
4 7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
5 7593 - Stationery - other - Stapler - other - nos small	50.00	35.00	0.00	18.00	2,065.00
6 7594 - Stationery - other - Stapler pin - other - boxes small	200.00	6.00	0.00	18.00	1,416.00
7 4036 - Consumables - Keychain rings - NA - nos	200.00	5.00	0.00	18.00	1,180.00
8 6100 - Miscellaneous - Plastic Cards - Others - nos	200.00	5.00	0.00	18.00	1,180.00
9 7552 - Stationery - other - Note pads - other - nos	50.00	30.00	0.00	18.00	1,770.00
10 7505 - Stationery - other - Binder Clips - other - boxes 19mm	36.00	24.00	0.00	18.00	1,019.52
11 7505 - Stationery - other - Binder Clips - other - boxes 25mm	36.00	36.00	0.00	18.00	1,529.28
12 7581 - Stationery - other - Rubber Bands - NA - pkts	10.00	40.00	0.00	18.00	472.00
13 7583 - Stationery - other - Scale - NA - nos	10.00	25.00	0.00	18.00	295.00
14 7529 - Stationery - other - File Folders - NA - nos Blue-A4	500.00	5.00	0.00	18.00	2,950.00
15 7530 - Stationery - other - Folder cover - NA - nos A4	300.00	5.00	0.00	18.00	1,770.00
16 7514 - Stationery - other - Cello Tape - other - nos 3inch Brown	12.00	35.00	0.00	18.00	495.60
17 7514 - Stationery - other - Cello Tape - other - nos 2inch	24.00	30.00	0.00	18.00	849.60
18 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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19-02-2022 16:18:20

Original / Office Copy / Purchase Div.Copy

Total Order Value . . .									33,120.36
Rupees : Thirty Three Thousand One Hundred Twenty and Paise Thirty Six 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 maintenance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

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:	11.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169469
Material required before date:	10.01.2022	ID No.	73787

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pen		200	Nos		
2	Black pen		100	Nos		
3	Marker pens black		30	Nos		
4	Marker pens green		20	Nos		
5	Fevistick		30	Nos		
6	Stappler small		50	Nos		
7	Stappler pins		200	Nos		
8	Key chain rings		200	Nos		
9	Plastic card		200	Nos		
10	Stick note pad		50	Nos		
11	A4 paper	A4	50	Bundle		
12	Binder clips	32mm	36	Nos		
13	Binder clips	19mm	36	Nos		
14	Binder clips	25mm	36	Nos		
15	Sizer		10	Nos		
16	Rubber bands		10	Nos		
17	scales		10	Nos		
18	Project folder	A4	300	Bundle		
19	File folder Blue	A4	500	Bundle		
20	Brown tape	3"	12	Nos		
21	Brown tape	2"	24	Nos		

Remarks: For Stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	11.02..2022	Sign. & Date	



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

