PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	25/2/22	Prepared by	Ramya	Serial no.	2431
Supplier name	SS Venkataramana Stationery			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	22/2/22	PO/WO No.	85783	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1227	24/2/22	17,976.00/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.			17,976/-	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,976/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	104188	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:	17,976/-
Amount E – PO / WO value:	17976/-
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:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	25/2/22	28 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: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36 ACQFS2044 C1Z7

Order No 85783/169497 Date 22/02/22

Delivery Challan No Date

Bill No. 2021-22 1227 Date 24/02/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A14 Xero Paper	✓	50 pkt	210	10500				
2	A13 Xero Paper 100gms	✓	5 pkt	660	3300				
3	A13 Xero Paper 75gsm	✓	5 pkt	450	2250				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	16050				
				CGST	963				
				SGST	963				
				Grand Total	17976			17976	00

INWARD
Inward No: 17765 Dt: 24/2/22
MRN No: 104188 Dt: 25/2/22
Received By: Sign:
SUMMIT SALES LLP

Rupees.........

9246364748

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 91605
Date: 25/2
Sign:
R.R. DIST.

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

 23-02-2022 11:18:37 C

85783
14.02.22 2:32:35

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	**Doc No**	85783	169497
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	22-02-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	22-02-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7554 - Stationery - other - Paper - A3 - bundles *100GSM*	5.00	660.00	0.00	12.00	3,696.00
3	7554 - Stationery - other - Paper - A3 - bundles *75 GSM*	5.00	450.00	0.00	12.00	2,520.00
					Total Order Value . . .	**17,976.00**

Rupees : Seventeen Thousand Nine Hundred Seventy 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
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

Name : 23/02/2022

Name : ____________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169497
Material required before date:		ID No.	74071

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper A4	A4	50	Bundle		
2	PaperA3 85783	100gsm	5	Nos		
3	PaperA3	75gsm	5	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.02..2022	Sign. & Date	22 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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