PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/3/22	Prepared by	Heda	Serial no.	U-2590
Supplier name	Venkatraman slating & Bending Work			HO inward no.	
Firm/Company	SSUP	Project	SLUP	HO received date	
PO/WO date	26/2/22	PO/WO No.	85954	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1238	28/4/22	16,444/-	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,444/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos :	10436	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:	16,444/-
Amount E – PO / WO value:	16,444/-
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	8/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda	APPROVED 01 MAR 2022 MINISH PARIKH MANAGER PROCUREMENT			-
Sign:					
Date	1/3				
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 salas LLP

GSTIN 36 ACQFS 2044C1Z7

Order No 85954 Date

Delivery Challan No Date

Bill No. 2021-22 1238 Date 28/02/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Binder clip 15 mm	4403	60 no	18		1080			
2	Pensil	9608	10 no	40	400				
3	Feui stick	3506	30 no	18		540			
4	cello Tape 2 inch	3919	24 no	30		720			
5	Markers (Black)	9609	30 no	15		450			
6	Markers (Green)	〃	20 no	15		300			
7	A4 paper ✓	4802	50 pkt	210	10500				
8	Tools scissors	8213	10 no	50		500			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	10900	3590			
				CGST	654	323.1			
				SGST	654	323.1			
				Grand Total	12208	4236.2		16444	20

Rupees..

INWARD
Inward No: 17785 Dt: 1/3/22
MRN No: 104361 Dt: 1/3/22
Received By: Sign:
SUMMIT SALES LLP

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

SUMMIT SALES LLP
IN WARD
No: 91796
Date: 1/3/22
Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 26-02-2022 16:52:43

85954
14.02.22 3:00:03

Copy

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**	85954	169517
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	26-02-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	24-02-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7505 - Stationery - other - Binder Clips - other - boxes *15mm*	60.00	18.00	0.00	18.00	1,274.40
2	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
3	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
4	7514 - Stationery - other - Cello Tape - other - nos *2 inch brown tape*	24.00	30.00	0.00	18.00	849.60
5	7544 - Stationery - other - Marker - NA - nos *black*	30.00	15.00	0.00	18.00	531.00
6	7544 - Stationery - other - Marker - NA - nos *green*	20.00	15.00	0.00	18.00	354.00
7	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
8	~~9561 - Tools - Scissors - other - nos~~	~~10.00~~	~~50.00~~	~~0.00~~	~~18.00~~	~~590.00~~
				Total Order Value . . .		**16,444.20**

Rupees : Sixteen Thousand Four Hundred Fourty Four and Paise Twenty 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

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

 26-02-2022 16:52:43 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

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:	24.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169517
Material required before date:		ID No.	74223

No	Description	Size	Quantity	Units	Inward No	Date
1	Binder clips	15mm	60	Nos		
2	Pencil box		10	Nos		
3	ceizers		10	Nos		
4	Fevistick		30	Nos		
5	Brown tape	2”	24	Nos		
6	Permanent Marker	Black	30	Nos		
7	Permanen Marker	Green	20	Nos		
8	PaperA4	A4	50	Bundles		

8595x

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	24.02..2022	Sign. & Date	25 FEB 2022

SOHAM MODI
MANAGING DIRECTOR

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