

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/03/2022		Prepared by: MINISH		Serial no. 2022	
Supplier name: Veekapramana Stationery & Printing Works		Project: SHLLP		HO inward no.	
Firm/Company: SLLP		PO/WO No: 86254		HO received date	
PO/WO date: 09/03/2022		Scan ID:			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1277	09/03/2022	15,018/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):			15,018/-		
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input checked="" type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos:	104771	Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges					
Amount C - Other Debits :					
Amount D (D=A+B-C) - Amount to be credited to the supplier:			15,018/-		
Amount E - PO / WO value:			15,018/-		
Amount F - Difference (A - E):			- NIL		
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		21/03/2022			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date		11 MAR 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 weightment 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 LLP

Order No 86284/169538 Date 09/03/22

Delivery Challan No _____ Date _____

GSTIN 36ACQPS2044C2E7

Bill No. 2021-22 **1277** Date 09/03/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A14 cover paper	4802	50 per	220	11000				
2	A14 Paper 100gsm	4802	5 per	330	1650				
3	cello Tape other Browns tape	3919	24m	30		720			
4									
5									
6									
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18									
19									
20									

INWARD
Inward No: 17829 Dt: 10/3/22
MRN No: 10478 Dt: 11/3/22
Received By: _____ Sign: _____
SUMMIT SALES LLP

Total			
SUB Total	12650	720	
CGST	759	648	
SGST	759	64.8	
Grand Total	14168	849.6	15017.6

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



86254

28.02.22 2:52:29

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

Supplier Details		Doc No	86254	169538
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.		Doc Date	09-03-2022	
GSTIN 36AEJPP5811M1Z2		Quote No	Nil	
27842572	9849360076	Quote Date	09-03-2022	
		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	220.00	0.00	12.00	12,320.00
2 7555 - Stationery - other - Paper - A4 - bundles 100 GSM	5.00	330.00	0.00	12.00	1,848.00
3 7514 - Stationery - other - Cello Tape - other - nos Brown Tape	24.00	30.00	0.00	18.00	849.60
Total Order Value . . .					15,017.60

Rupees : Fifteen Thousand Seventeen and Paise Sixty 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
Measurement	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:		07.03.2022	
Site & Phase :		SHLLP		Time:		1:00	
Supplier				Req.No.		169538	
Material required before date:			ID No.			74417	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Paper Bundies	A4	50	NOS			
2	Paper Bundles	A4(100 GSM)	05	NOS			
3	Brown tape	2 inch	24	NOS			
Remarks: For Stock Replenish purpose							
Prepared By		N.Vanajakshi		Approved by		<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> APPROVED BY 08 MAR 2022 SOHAM MODI MANAGING DIRECTOR </div>	
Sign.& Date		07.03..2022		Sign. & Date			

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



 7/3/22

For MDs APPROVAL

- High Value/quantity beyond limits.
- Po/Req. processed-post approval.
- Approval for technical details/clarification.
- Replenishing SSSLP stock
- Other