

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>11/03/2022</u>		Prepared by: <u>MINISH</u>		Serial no. <u>2020</u>	
Supplier name: <u>Neukatarawana Stationery and Binding Works,</u>		HO inward no.			
Firm/Company: <u>SLLP.</u>		Project: <u>SALLP.</u>		HO received date	
PO/WO date: <u>09/03/2022</u>		PO/WO No. <u>86140.</u>		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>1276.</u>	<u>09/03/2022</u>	<u>1,120/-</u>	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges): 1,120/-

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

MRN nos: <u>104783 -</u>	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B - Other Credits : Transportation charges -

Amount C - Other Debits : -

Amount D (D=A+B-C) - Amount to be credited to the supplier: ✓ 1,120/-

Amount E - PO / WO value: 1,120/-

Amount F - Difference (A - E): NIL-

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 12/03/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:		<u>11 MAR 2022</u>			
Date					
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 LLPOrder No 86140

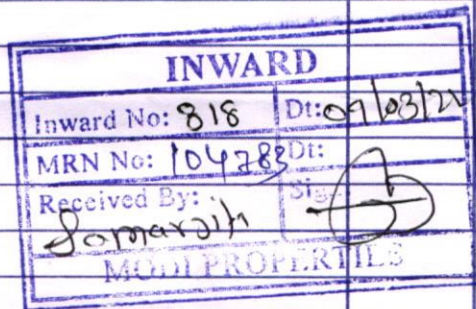
Date

Delivery Challan No

Date

GSTIN 36ACQFS2044C127Bill No. 2021-22 **1276**Date 9/3/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	AS Paper	4802	10/kt	100	1000				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees

Total

SUB Total

1000

CGST

60

SGST

60

Grand Total

1120

1120

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

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07-03-2022 12:13:18



86140

28.02.22 2:52:28

py

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	86140	183431
Doc Date	07-03-2022	
Quote No	Nil	
Quote Date	07-03-2022	
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 A5	10.00	100.00	0.00	12.00	1,120.00
Total Order Value . . .					1,120.00

Rupees : One Thousand One Hundred 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

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 HO 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 : / /

[illegible]

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

proved by
n. & Date
in last 2 columns.

[Handwritten signature]

APPROVED
07 MAR 2022
P. P. ...
Sr. Manager Purchase