9

# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 28/06/2020 | Prepared by: | SK.Goushee Begum |
| PO/WO no. | 67914 | PO / WO Date. | 01/06/20 |
| Supplier Name | Venkatramana Stationery & binding works | PO/WO amount | 14,046/- |
| Firm/Company | SSUP | Project | SHCP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 144 | 22/06/20 | 14,046/- |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 14,046/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 80395 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits : | - |
| Amount C –Other Debits : | - |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 14,046/- |
| Amount E – PO / WO value: | 14,046/- |
| Amount F – Difference (A – E): | - |

| | |
|---|---|
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | ~~□ Yes □ No (explained below)~~ |
| Excess / short material received | □ ~~Approved – within acceptable~~ limits □ No (explained below) |
| Close PO / W?O | ☑ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ Yes – Rs._____/- ☑ No |
| Payment – due date | **04/07/20** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | | APPROVED 27 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT [signature] | | | | |
| Date | 28/06/20 | | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

**TAX INVOICE**

Ph: 040 - 27842572
Cell: 9849360076

# 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
M.G. Road (Sec-Bad)
GSTIN 36 ACQFS 2044P C1Z7

Order No 67914 Date
Delivery Challan No Date
Bill No. 144-20-21 Date 22/6/20

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Scribbling Pad | | 60 | 12 | | 720 | | | |
| 2 | Punch machine | | 5 | 100 | | 500 | | | |
| 3 | Scale | | 20 | 8 | | 160 | | | |
| 4 | Notice Board pins | | 6 pkt | 20 | | 120 | | | |
| 5 | Stapler No:10 | | 30 | 35 | | 1050 | | | |
| 6 | Stamp pady | | 24 | 40 | | 960 | | | |
| 7 | A13 Ring Binder | | 24 | 185 | | 4440 | | | |
| 8 | Pens | | 200 | 5.50 | 1100 | | | | |
| 9 | Staplers B/S -45 | | 5 | 180 | | 900 | | | |
| 10 | Stapler pin No:10 | | 100 | 5.50 | | 550 | | | |
| 11 | Pensil | | 10 | 40 | 400 | | | | |
| 12 | A4 Ring Binder | | 12 | 90 | | 1080 | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| | | | | Total | | | | | |
| | | | | SUB Total | 1500 | 10480 | | | |
| | | | | CGST | 90 | 943.20 | | | |
| | | | | SGST | 90 | 943.20 | | | |
| | | | | Grand Total | 1680 | 12366.40 | | 14046 | 40 |

Rupees........

INWARD
Inward No: 11416 Dt: 23/6/20
MRN No: 80395 Dt: 24/6/20
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD.
Inward No. 6682 Date 23/06/20
SECBAD

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

 11-06-2020 13:39:57

67914
03.06.20 12:48:14

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<br>1-5-85, General Bazar, Sec-Bad -500 003. | **Doc No** | 67914 | 14611 |
| | **Doc Date** | 01-06-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 01-06-2020 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7584 - Stationery - other - Scribbling Pads - other - nos | 60.00 | 12.00 | 0.00 | 18.00 | 849.60 |
| 2 | 7573 - Stationery - other - Punch - other - nos<br>*Big* | 5.00 | 100.00 | 0.00 | 18.00 | 590.00 |
| 3 | 7583 - Stationery - other - Scale - NA - nos | 20.00 | 8.00 | 0.00 | 18.00 | 188.80 |
| 4 | 7553 - Stationery - other - Notice Board Pins - NA - pkts | 6.00 | 20.00 | 0.00 | 18.00 | 141.60 |
| 5 | 7593 - Stationery - other - Stapler - other - nos<br>*10 no* | 30.00 | 35.00 | 0.00 | 18.00 | 1,239.00 |
| 6 | 7592 - Stationery - other - stamp pad - NA - nos<br>*blue* | 24.00 | 40.00 | 0.00 | 18.00 | 1,132.80 |
| 7 | 7578 - Stationery - other - Ring Binder - other - nos<br>*A3* | 24.00 | 185.00 | 0.00 | 18.00 | 5,239.20 |
| 8 | 7560 - Stationery - other - Pen - NA - nos<br>*blue/black each 100 nos* | 200.00 | 5.50 | 0.00 | 12.00 | 1,232.00 |
| 9 | 7593 - Stationery - other - Stapler - other - nos<br>*Big-45* | 5.00 | 180.00 | 0.00 | 18.00 | 1,062.00 |
| 10 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*10 no* | 100.00 | 5.50 | 0.00 | 18.00 | 649.00 |
| 11 | 7563 - Stationery - other - Pencil - NA - boxes | 10.00 | 40.00 | 0.00 | 12.00 | 448.00 |
| 12 | 7578 - Stationery - other - Ring Binder - other - nos<br>*A4* | 12.00 | 90.00 | 0.00 | 18.00 | 1,274.40 |
| | | | | | **Total Order Value . . .** | **14,046.40** |

Rupees : Fourteen Thousand Fourty Six and Paise Fourty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad |

For ***Summit Sales LLP***

Authorised Signatory

Name : 11/06/2020

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

PO-67914
PO-67915

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 10.06.2020 |
| Site & Phase : | SHLLP | Time: | 16.00 |
| Supplier | | Req. No. | 14611 |
| Material required before date: | | ID No. | 57555 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | STAMP PAD | BLUE | 24 | NOS | | |
| 2 | PENCIL BOX | | 10 | NOS | | |
| 3 | PUNCH | BIG | 5 | NOS | | |
| 4 | STAPLER | BIG-45 | 5 | NOS | | |
| 5 | STAPLER PINS | NO-10 | 100 | BOXES | | |
| 6 | SCRIBLING PADS | | 60 | NOS | | |
| 7 | ACID | | 36 | NOS | | |
| 8 | ROOM FRESHER | | 20 | BAGS | | |
| 9 | COCONUT BROOMS | | 30 | NOS | | |
| 10 | DETTOL HANDWASH | | 48 | NOS | | |
| 11 | WIPER | | 15 | NOS | | |
| 12 | GUNNY BAGS | | 500 | BAGS | | |
| 13 | VIM BAR | | 36 | NOS | | |
| 14 | FIRST AID KIT | | 2 | NOS | | |
| 15 | WATER NOTTLES Bottles | | 36 | NOS | | |
| 16 | STAPLER | NO-10 | 30 | NOS | | |
| 17 | PLASTIC SCALE | | 20 | MOS | | |
| 18 | RING BINDER FILE | A3 | 24 | NOS | | |
| 19 | RING BINDER FILE | A4 | 12 | NOS | | |
| 20 | NOTICE BOARD PINS | | 6 | BOXES | | |
| 21 | CELLO PENS | BLUE | 100 | NOS | | |
| 22 | CELLO PENS | BLACK | 100 | NOS | | |
| 23 | DETTOL ANTISEPTIC LIQUID | BIG | 20 | NOS | | |
| | | | | | | |
| | | | | | | |

Remarks:For stock maintainance

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY |
| Sign.& Date | 10.06.2020 | Sign. & Date | 11 JUN 2020 SOHAM MODI MANAGING DIRECTOR |

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