PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 15/9/20. | Prepared by: | SOWMYA |
| PO/WO no. | 70114. | PO / WO Date. | 4/9/20 |
| Supplier Name | Venkataramans Stationary & Binding works | PO/WO amount | 5,268 |
| Firm/Company | SSllp | Project | SSllp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 369 | 8/9/20. | 5,268 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 5,268 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 82829 | ☑ 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: | 5,268 |
| Amount E – PO / WO value: | 5,268 |
| 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 | **19.9.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | | | | | |
| Date | 15/9/20 | | | | | | |

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

**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

GSTIN 36ACQFS2044C1Z7

Order No PO No 70114 Date 4/9/20

Delivery Challan No Date

Bill No. 369 Date 8/9/20

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Pencil Boxes | | 5 | 40 | 200 | | | | |
| 2 | Stapler | | 10 | 35 | | 350 | | | |
| 3 | Whitner Pen | | 10 | 20 | | 200 | | | |
| 4 | Pen cello blue | | 100 | 5 | 500 | | | | |
| 5 | Box file (Big) | | 50 | 34 | | 1700 | | | |
| 6 | Box file (small) | | 50 | 31 | | 1550 | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| | | | | Total | 700 | 3800 | | | |
| | | | | SUB Total | | | | | |
| | | | | CGST | 42 | 342 | | | |
| | | | | SGST | 42 | 342 | | | |
| | | | | Grand Total | 784 | 4484 | | 5268 | 00 |

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69306
Date 16/9
Sign.

INWARD
Inward No: 14868 Dt: 9/9/20
GRN No: 82829 Dt: 9/9/20
Received By: Sign:
SUMMIT SALES LLP

Certified by
Stores Manager

Rupees.....................................................

..............................................................

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

 05-09-2020 10:20:51 AM

70114
03.09.20 11:50:23

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** | 70114 | 14858 |
| | **Doc Date** | 04-09-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 04-09-2020 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7563 - Stationery - other - Pencil - NA - boxes | 5.00 | 40.00 | 0.00 | 12.00 | 224.00 |
| 2 | 7593 - Stationery - other - Stapler - other - nos | 10.00 | 35.00 | 0.00 | 18.00 | 413.00 |
| 3 | 7605 - Stationery - other - Whitner Pen - NA - nos | 10.00 | 20.00 | 0.00 | 18.00 | 236.00 |
| 4 | 7560 - Stationery - other - Pen - NA - nos<br>*cello fine blue* | 100.00 | 5.00 | 0.00 | 12.00 | 560.00 |
| 5 | 7507 - Stationery - other - Box file - Big - nos | 50.00 | 34.00 | 0.00 | 18.00 | 2,006.00 |
| 6 | 7508 - Stationery - other - Box file - small - nos | 50.00 | 31.00 | 0.00 | 18.00 | 1,829.00 |
| | | | | | **Total Order Value . . .** | **5,268.00** |

Rupees : Five Thousand Two Hundred Sixty Eight 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<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | 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 maintanance 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: | 2.9.2020 |
| Site & Phase : | SHLLP | Time: | 16.00 |
| Supplier | | Req. No. | 14858 |
| Material required before date: | | ID No. | 59599 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | PENCIL | | 5 | BOXES | | |
| 2 | STAPLER | SMALL | 10 | NOS | | |
| 3 | WHITNER | | 10 | NOS | | |
| 4 | CELLO PENS | BLUE | 100 | NOS | | |
| 5 | BOX FILE | BIG | 50 | NOS | | |
| 6 | BOX FILE 70114 | SMALL | 50 | NOS | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

Remarks: For stock maintenance and site use

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY - 4 SEP 2020 SOHAM MODI MANAGING DIRECTOR |
| Sign.& Date | 2.9.2020 | Sign. & Date | |

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

sta- venkataramana
con - veerabadra.