PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 03-11-20 | Prepared by: | Prabhakar.P |
| PO/WO no. | 71494 | PO / WO Date. | 21-10-20 |
| Supplier Name | Venkataramana Stationery&Binding works | PO/WO amount | 18,294-00 |
| Firm/Company | Summit Sales LLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 517 | 23-10-20 | 18,294-00 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 18,294-00 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 84500 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ 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: | 18,294-00 |
| Amount E – PO / WO value: | 18,294-00 |
| Amount F – Difference (A – E): GST-18% | |

| | |
|---|---|
| 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 | **09-11-20** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 04 NOV 2020 | | | | |
| Date | | 4/11 | MINISH PARIKH MANAGER PROCUREMENT | | | | |

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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 71494 Date

Delivery Challan No Date

Bill No. 517 /20-21 Date 23/10/2020

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Permanent marker | | 90 | 15 | 1350 | | | | |
| 2 | A4 Paper | | 50PKT | 210 | 10500 | | | | |
| 3 | ledger paper | | 5 | 250 | 1250 | | | | |
| 4 | Pens | | 200 | 3 | 600 | | | | |
| 5 | Project folder | | 500 | 5 | | 2500 | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| | | | | Total | | | | | |
| | | | | SUB Total | 13700 | 2500 | | | |
| | | | | CGST | 822 | 225 | | | |
| | | | | SGST | 822 | 225 | | | |
| | | | | Grand Total | 15344 | 2950 | | 18294-00 | |

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 70574
Date 30/10

Certified by:
Stores Manager

INWARD
Inward No: 15117 Dt: 24/10/20
MRN No: 84580 Dt: 28/10/20.
Received By: Sign:
SUMMIT SALES LLP

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

 22-10-2020 10:43:27

71494
10.10.20 12:36:44

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** | 71494 | 168052 |
| 1-5-85, General Bazar, Sec-Bad -500 003. | **Doc Date** | 21-10-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 21-10-2020 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos<br>*Blue* | 30.00 | 15.00 | 0.00 | 12.00 | 504.00 |
| 2 | 7544 - Stationery - other - Marker - NA - nos<br>*Black* | 30.00 | 15.00 | 0.00 | 12.00 | 504.00 |
| 3 | 7544 - Stationery - other - Marker - NA - nos<br>*Red* | 30.00 | 15.00 | 0.00 | 12.00 | 504.00 |
| 4 | 7555 - Stationery - other - Paper - A4 - bundles | 50.00 | 210.00 | 0.00 | 12.00 | 11,760.00 |
| 5 | 7542 - Stationery - other - Ledger Paper - NA - bundles<br>*Green* | 5.00 | 250.00 | 0.00 | 12.00 | 1,400.00 |
| 6 | 7560 - Stationery - other - Pen - NA - nos<br>*Blue* | 100.00 | 3.00 | 0.00 | 12.00 | 336.00 |
| 7 | 7560 - Stationery - other - Pen - NA - nos<br>*Black* | 100.00 | 3.00 | 0.00 | 12.00 | 336.00 |
| 8 | 7571 - Stationery - other - Projects folder - NA - nos<br>*A3* | 500.00 | 5.00 | 0.00 | 18.00 | 2,950.00 |
| | | | | | **Total Order Value . . .** | **18,294.00** |

Rupees : Eighteen Thousand Two Hundred Ninty Four 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality 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 maintanance purpose. |
| **Completion Date** | Nil |

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact ...

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 17.10.20 |
| Site & Phase : | SHLLP | Time: | 11.30 |
| Supplier | | Req. No. | 168052 |
| Material required before date: | | ID No. | 60923 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | MARKER | BLUE | 30 | NOS | | |
| 2 | MARKER | BLACK | 30 | NOS | | |
| 3 | MARKER | RED | 30 | NOS | | |
| 4 | PAPER | A4 | 50 | BDL | | |
| 5 | LEDGER PAPER | GREEN | 5 | NOS | | |
| 6 | PENS -ORDINARY | BLUE | 100 | NOS | | |
| 7 | PEN -ORDINARY | BLACK | 100 | NOS | | |
| 8 | PROJECT FOLDERS | A3 | 500 | NOS | | |
| | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| | | | | | | |

P.O. 71494

Remarks: FOR STOCK MAINTENANCE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | |
| Sign.& Date | 17.10.20 | Sign. & Date | |

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

APPROVED BY
19 OCT 2020
SOHAM MODI
MANAGING DIRECTOR