PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/12/2020	Prepared by:	NEHA .C
PO/WO no.	71948	PO / WO Date.	7/11/2020
Supplier Name	Venkataramana Stationery	PO/WO amount	34516.02/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	591	7/11/2020	34516/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			34516/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85596	□ 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:	34516/-
Amount E – PO / WO value:	34516/-
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	11/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	07/12/20	7/12					

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 36ACQFS2044C1ZF

Order No 71948 Date 7/4/2020

Delivery Challan No Date

Bill No. 591-20-21 Date 14/4/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Sticker Lables	✓	3Pkt	200		600		
2	Stamp Pad	✓	12no	35		420		
3	Gum 150ml	✓	20no	35		700		
4	Pencil	✓	10	40	400			
5	Stapler	✓	5	195		975		
6	Stapler pin	✓	200	5.50		1100		
7	Note Pad (Post it)	✓	60	25		1500		
8	Fevistick	✓	30	20		600		
9	Stapler	✓	20	35		700		
10	Binder Clip 19mm	✓	48	18		864		
11	" " 25mm	✓	48	36		1728		
12	" " 32 mm	✓	24	48		1152		
13	Permanent marker	✓	120	15	1800			
14	Pens	✓	200	3	600			
15	Keychain Rings	✓	200	4		800		
16	Cello Pens	✓	100	5	500			
17	Box File A4	✓	100	34		3400		
18	A4 Paper	✓	50	210	10500			
19	ledger paper	✓	5	340	1700			
20								
				Total				
				SUB Total	15500	14539		
				CGST	930	1308.51		
				SGST	930	1308.51		
				Grand Total	17,360	17156.02		34516-02

Rupees..........

INWARD
Inward No: 15298 Dt: 21/11/20
MRN No: 85596 Dt: 24/11/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

Certified by:

Stores Manager

PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 71558
Date 27/11
Sign Neha

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

 26-11-2020 16:28:43

71948
30.10.20 4:46:11

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**	71948	168106
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	07-11-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	07-11-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7539 - Stationery - other - Labels - NA - sheets	3.00	200.00	0.00	18.00	708.00
2	7592 - Stationery - other - stamp pad - NA - nos *Blue*	12.00	35.00	0.00	18.00	495.60
3	7532 - Stationery - other - Gum - 150ml - nos	20.00	35.00	0.00	18.00	826.00
4	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
5	7593 - Stationery - other - Stapler - other - nos *Big*	5.00	195.00	0.00	18.00	1,150.50
6	7594 - Stationery - other - Stapler pin - other - boxes *Small*	200.00	5.50	0.00	18.00	1,298.00
7	7552 - Stationery - other - Note pads - other - nos *Thumb type*	60.00	25.00	0.00	18.00	1,770.00
8	7528 - Stationery - other - Fevistick - NA - nos	30.00	20.00	0.00	18.00	708.00
9	7593 - Stationery - other - Stapler - other - nos *small*	20.00	35.00	0.00	18.00	826.00
10	7505 - Stationery - other - Binder Clips - other - boxes *19 mm*	48.00	18.00	0.00	18.00	1,019.52
11	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	48.00	36.00	0.00	18.00	2,039.04
12	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	24.00	48.00	0.00	18.00	1,359.36
13	7544 - Stationery - other - Marker - NA - nos *Blk,Red,green,blue*	120.00	15.00	0.00	12.00	2,016.00
14	7560 - Stationery - other - Pen - NA - nos *Blue-100,Blk-40,Red-60*	200.00	3.00	0.00	12.00	672.00
15	4036 - Consumables - Keychain rings - NA - nos	200.00	4.00	0.00	18.00	944.00
16	7560 - Stationery - other - Pen - NA - nos *Cello blue-50,blk-50*	100.00	5.00	0.00	12.00	560.00
17	7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
18	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Purchase Order

 26-11-2020 16:28:43 Original / Office Copy / Purchase Div.Copy

19	7542 - Stationery - other - Ledger Paper - NA - bundles *Legal paper-green*	5.00	340.00	0.00	12.00	1,904.00
					Total Order Value . . .	**34,516.02**

Rupees : Thirty Four Thousand Five Hundred Sixteen and Paise Two 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,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
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Requisition Form

Company Name:	SSLLP	Date:	5.11.2020
Site & Phase :	SHLLP	Time:	12.00
Supplier		Req. No.	168106
Material required before date:		ID No.	G1298

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		3	NOS		
2	STAMP PAD	BLUE	12	NOS		
3	GUM	150ML	20	NOS		
4	PENCIL BOX		10	BOXES		
5	STAPLER	BIG45	5	NOS		
6	STAPLER PINS	10	200	BOXES		
7	COCONUT BROOMS		200	NOS		
8	DETTOL LIQUID		15	NOS		
9	DUST PAN		24	NOS		
10	KEY CHAIN RINGS		200	NOS		
11	BOMBAY BROOMS	SMALL	200	NOS		
12	BOMBAY BROOMS	BIG	50	NOS		
13	YELLOW CLOTH		120	NOS		
14	AIR PACKET		30	NOS		
15	NOTEPAD	THUMB TYPE	60	NOS		
17	FEVISTICK		30	NOS		
18	STAPLER	SMALL	20	NOS		
19	BINDER CLIPS	19MM	48	NOS		
20	BINDER CLIPS	25MM	48	NOS		
21	BINDER CLIPS	32MM	24	NOS		
22	MARKER	BLACK	30	NOS		
23	MARKER	RED	30	NOS		
24	MARKER	GREEN	30	NOS		
25	MARKER	BLUE	30	NOS		
26	ORDINARY PEN	BLUE	100	NOS		
27	ORDINARY PEN	BLACK	40	NOS		
28	ORDINARY PEN	RED	60	NOS		
29	CELLO PEN	BLUE	50	NOS		
30	CELLO PEN	BLACK	50	NOS		
31	PVC BUCKET		10	NOS		
32	HARPIC		48	NOS		
33	MOPPING CLOTH		240	NOS		
34	MOPPING STICK		20	NOS		
35	PHINYL		20	NOS		
36	VIM BAR		24	NOS		
37	WATER BOTTLES		60	NOS		

₹1908
₹1950
Bombay broom small

APPROVED
26 OCT 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

BOX FILE	BIG	100	NOS		
LEGAL PAPER	GREEN	5	BDL		
PAPER	A4	50	BDL		

Remarks: FOR STOCK MAINTENANCE AND SITE USE			
Prepared By	SOWMYA	Approved by	
Sign.& Date	5.11.2020	Sign. & Date	

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

-6 NOV 2020

Purchase Order

 27-11-2020 11:46:21 AM Origin: 72493
16.11.20 11:25:36

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

Supplier Details			
Śri Bajajji Marketing Associates	**Doc No**	72493	168165
Shop no.3,Street-343, jawaharnagar,Ashoknagar,Hyderabad-500020	**Doc Date**	27-11-2020	
	Quote No	NIL	
	Quote Date	27-11-2020	
9246524365	**SupplyType**	Supply	

Kind Attn : Mr. Ghanshyam

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	3002 - Cement - PPC - 50kgs - bags	540.00	234.35	0.00	28.00	161,982.72
					Total Order Value . . .	**161,982.72**

Rupees : One Lakh(s) Sixty One Thousand Nine Hundred Eighty Two and Paise Seventy Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Parashakthi brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Immidiate
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Free Delivery.
Warranty	Nil
Advance Paid	161983/-Cheque Dt.
Other Terms	Hammali charges for loading & unloading extra @ Rs.5/- per bag.above order for SSLLP site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	FOR DELIVERY AT SOVLLP-Contact Person Mr Purshottam 9502177288

For *Summit Sales LLP*
Authorised Signatory
27/11/2020
Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For *Sri Bajajji Marketing Associates*

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	26.11.2020
Site & Phase :	SHLLP	Time:	11.30
Supplier		Req. No.	168165
Material required before date:		ID No.	G1860

No	Description	Size	Quantity	Units	Inward No	Date
1	PPC CEMENT		540	BAGS	234/35	
2						
3						
4						
5				PO		
6				72493		
7						
8						
9						
0						

APPROVED
27 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:For Stock maintenance purpose

Prepared By	SOWMYA	Approved by	
Sign.& Date	26.11.2020	Sign. & Date	

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

161983