PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/12/2020	Prepared by:	NEHA .C
PO/WO no.	72995	PO / WO Date.	15/12/20
Supplier Name	Venkataramana Stationery	PO/WO amount	36,245/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	717	21/12/2020	36245/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			36,245/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86634	☐ 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:	36,245/-
Amount E – PO / WO value:	36,245/-
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	01/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	31/12/20	31/12					

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 36ACQFS2044C1Z7

Order No 72995 Date 21/12/2020

Delivery Challan No Date

Bill No. 717 20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 paper		100	210	21000				
2	File folder A3		500	5		2500			
3	" " A4		200	5		1000			
4	Marker B. B. R e30		90	15	1350				
5	C D marker B 40 B 30 R 30		100	15	1500				
6	Pen B100 R60		160	3	480				
7	Stapler		40	35		1400			
8	Pencil		5	40	200				
9	Scale		10	8		80			
10	Cello tape Broon 3"		12	35		420			
11	" " white 3"		12	35		420			
12	Ledger paper (green)		5	340	1700				
13									
14									
15									
16									
17									
18									
19									
20									
				Total	26230	5820			
				SUB Total					
				CGST	1573/80	523/80			
				SGST	1573/80	523/80			
				Grand Total	29377/60	6867/60		36245	20

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 1268 Date: 23/12 Sign:

Rupees...

INWARD
Inward No: 15489 Dt: 22/12/20
MRN No: 86684 Dt: 22/12/20
Received By: Sign:
SUMMIT SALES LLP

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

 16-12-2020 15:55:47 Origi

72995
05.12.20 12:14:15

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.	**Doc No**	72995	168209
	Doc Date	15-12-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	15-12-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
2	7529 - Stationery - other - File Folders - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
3	7529 - Stationery - other - File Folders - NA - nos *A4-Blue*	200.00	5.00	0.00	18.00	1,180.00
4	7544 - Stationery - other - Marker - NA - nos *Blue-Black-Red*	90.00	15.00	0.00	12.00	1,512.00
5	7512 - Stationery - other - CD Marker - NA - nos *Blue-40-Black-30-Red-30*	100.00	15.00	0.00	12.00	1,680.00
6	7560 - Stationery - other - Pen - NA - nos *Blue-100,Red-60*	160.00	3.00	0.00	12.00	537.60
7	7593 - Stationery - other - Stapler - other - nos	40.00	35.00	0.00	18.00	1,652.00
8	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
9	7583 - Stationery - other - Scale - NA - nos	10.00	8.00	0.00	18.00	94.40
10	7513 - Stationery - other - Cello Tape - 1 In - nos *Brown tape-3 inch*	12.00	35.00	0.00	18.00	495.60
11	7513 - Stationery - other - Cello Tape - 1 In - nos *White tape-3 inch*	12.00	35.00	0.00	18.00	495.60
12	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	340.00	0.00	12.00	1,904.00
					Total Order Value . . .	**36,245.20**

Rupees : Thirty Six Thousand Two Hundred Fourty Five and Paise 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ______________ Name : ______________ Date : __/__/____

Contact - -

Requisition Form

Company Name:	SSLLP	Date:	11.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168209
Material required before date:		ID No.	62229

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4	100	bdl		
2	File folder	A3	500	nos		
3	File folders-blue	A4	200	nos		
4	Markers	Blue	30	nos		
5	Markers	Black	30	nos		
6	Markers	Red	30	nos		
7	CD marker	Blue	40	nos		
8	CD marker	Black	30	nos		
9	CD marker	Red	30	nos		
10	Ordinary pens 72995	Blue	100	nos		
11	Ordinary pens	Red	60	nos		
12	Stapler	Small	40	nos		
13	Pencil box		5	nos		
14	Scale		10	nos		
15	Brown tape ✓ 12 +18%	3"	12	nos		
16	White tape — 350+35	3"	12	nos		
17	Ledger paper ✓	Green	5	bdl		
18						
19						
20						
21						

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	APPROVED 15 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	11.12.2020	Sign. & Date	

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