PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73892	PO / WO Date.	18/01/2021
Supplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 33,236/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	828	21/01/2021	Rs. 33,236/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 33,236/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	828	21/01/2021	87838	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
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:				Rs. 33,236/-
Amount E – PO / WO value:				Rs. 33,236/-
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	**06/02/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 30 JAN 2021 [signature]				
Date	30/1/21	30/1/21	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. 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.

GSTIN 36ACQFS2044C1Z7

Order No 73892 Date 21/1/21

Delivery Challan No Date

Bill No. 828 -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 A2 A/4		1000	5		5000			
3	Penette		10	40	400				
4	Pen Blue		200	3	600				
5	Calculator		10	150		1500			
6	Highlighter		20	15	300				
7	Scissors		10	50		500			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

MQD PROPERTIES PVT LTD
INWARD
No. 13165
Date 28/1
Sign.
SEC'BAD

Certified by:
Stores Manager

INWARD
Inward No: 15699 Dt: 22-1-21
MRN No: 87 838 Dt: 23/01/21
Received By:
Sign:
SUMMIT SALES LLP

Rupees...

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total	22300	7000			
SUB Total					
CGST	1338	630			
SGST	1338	630			
Grand Total	24976	8260		33236	00

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

 18-01-2021 15:19:54

73892
16.01.21 10:36:44

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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	73892	168311
Doc Date	18-01-2021	
Quote No	Nil	
Quote Date	18-01-2021	
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 A4*	1,000.00	5.00	0.00	18.00	5,900.00
3	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
4	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	12.00	672.00
5	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
6	7533 - Stationery - other - Highlighter - NA - nos	20.00	15.00	0.00	12.00	336.00
7	9561 - Tools - Scissors - other - nos	10.00	50.00	0.00	18.00	590.00
					Total Order Value . . .	**33,236.00**

Rupees : Thirty Three Thousand Two Hundred Thirty Six 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 Cherlapally,Behind Kingston PG college, Hyderabad 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

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Purchase Order

 18-01-2021 15:19:54

Original / Office Copy / Purchase Div.Copy

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	15.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168311
Material required before date:		~~ID No.~~	68089

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER	A4	100	BDL		
2	FILE FOLDERS	A3	500	NOS		
3	~~FILE FOLDERS~~	A4	~~500~~	~~NOS~~		
4	PENCIL BOX 73892		10	NOS		
5	BLUE PENS	ORDINARY	200	NOS		
6	CALCULATOR		10	NOS		
7	SCISSOR		10	NOS		
8	HIGHLIGHTER		20	NOS		
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Remarks:For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign.& Date	15.1.2021	Sign. & Date	APPROVED BY 16 JAN 2021 SOHAM MODI MANAGING DIRECTOR

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