# PURCHASE DIVISION

## Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| | 8/3/21 | Prepared by: | NEHA |
| O no. | 74760 | PO / WO Date. | 12/02/21 |
| ier Name | Ventatan Kamar Str | PO/WO amount | 30,185/- |
| Company | SSLLP | Project | Summit Heights Housing |
| o. | Bill No. | Bill Date | Bill amount |
| | 924 | 13/02/21 | 30510/- |
| | | | |
| | | | |
| | | | |
| unt A – Bills total(Excluding Transport & Hamali Charges): | | | 30510/- |

| o. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 88718 | ☐ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| ount B –Other Credits : Transportation charges | — |
| ount C –Other Debits : | — |
| ount D (D=A+B-C) – Amount to be credited to the supplier: | 30510/- |
| ount E – PO / WO value: | 30185/- |
| ount F – Difference (A – E): GST-18% | — |

| | |
|---|---|
| ntity received as per PO /WO | ☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below) |
| ifference between PO / Bill acceptable? | ~~☐ Yes ☐ No (explained below)~~ |
| ess / short material received | ☐ ~~Approved – within acceptable limits~~ ☐ No (explained below) |
| se PO / W?O | ☑ Yes ☐ No – wait for balance material ☐ No (explained below) |
| vance paid / PDC given (deduct when paying) | ☐ Yes – Rs.____/- ☑ No |
| ment – due date | 15/3/21 |
| narks: Rate Excess Can be Consider | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts = receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| n: | Neha | [signature] | APPROVED 11 MAR 2021 MINESH PARIKH MANAGER PROCUREMENT | | | | |
| te | 8/3/21 | 11/3 | | | | | |

s: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach tional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see

**TAX INVOICE**

Ph: 040 - 2784
Cell: 984936

# 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

Summit Sales LLP

IN 36 ACQF2044 C1Z7

Order No 74760 Date 12/02/2

Delivery Challan No Date

Bill No. 924 -20-21 Date 13/02/2

| PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amoun Rs. |
|---|---|---|---|---|---|---|---|
| A14 Xerox paper | | 50pm | 210 | 10,500 | | | |
| Ledger paper | | 5pm | 330 | 1650 | | | |
| files folders 'L' | | 100no | 8 | | 800 | | |
| Markers | | 100no | 15 | 1500 | | | |
| Pens | | 100no | 3 | 300 | | | |
| Stapler (BIS) | | 5ps | 180 | | 900 | | |
| Staplers (Pins) | | 100no | 550 | | 550 | | |
| Cutters | | 10no | 8 | | 80 | | |
| Tools Scissors | | 10no | 50 | | 500 | | |
| fevi stick | | 60no | 20 | | 1200 | | |
| Binder Clip 25mm | | 36no | 36 | | 1296 | | |
| Calculators | | 10no | 150 | | 1500 | | |
| Punch (BIS) Machine | | 5no | 100 | | 500 | | |
| Punch (Small) Machine | | 5no | 60 | | 300 | | |
| Box files (BIS) | | 100no | 34 | | 3400 | | |
| cello Tape 3' inch | | 12no | 35 | | 420 | | |
| Brown Tap 3' inch | | 12no | 35 | | 420 | | |
| note pads | | 30no | 25 | | 750 | | |
| Total | | | | | | | |
| SUB Total | | | | 13,950 | 12,616 | | |
| CGST | | | | 837 | 1135.44 | | |
| SGST | | | | 837 | 1135.44 | | |
| Grand Total | | | | 15,624 | 14886.88 | | 30510 |

INWARD
Inward No: 15830 Dt: 13/2/21
MRN No: 88718 Dt: 15/2/21
Received By: Sign:
SUMMIT SALES LLP

...es...

...ver's Signature & Seal

...IN: 36AEJPP5811M1Z2

...s & Conditions

...s once sold will not be taken back

...est @2%p.m. if not paid within 30 days time

...ct to Secunderabad Jurisdiction.

...COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

.../ NEFT CODE COSB0000069 A/C No. 069100102707

Certified by
Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WO...

Signature

# Purchase Order

 12-02-2021 16:55:51 Original /

74760
10.02.21 5:02:05

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** | 74760 | 168393 |
| **Doc Date** | 12-02-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 12-02-2021 | |
| **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 | 50.00 | 210.00 | 0.00 | 12.00 | 11,760.00 |
| 2 | 7542 - Stationery - other - Ledger Paper - NA - bundles<br>*green* | 5.00 | 330.00 | 0.00 | 12.00 | 1,848.00 |
| 3 | 7529 - Stationery - other - File Folders - NA - nos<br>*L folders* | 100.00 | 8.00 | 0.00 | 18.00 | 944.00 |
| 4 | 7544 - Stationery - other - Marker - NA - nos<br>*blk -30 red -30 blue-20 green -20* | 100.00 | 15.00 | 0.00 | 12.00 | 1,680.00 |
| 5 | 7560 - Stationery - other - Pen - NA - nos<br>*blue* | 100.00 | 3.00 | 0.00 | 12.00 | 336.00 |
| 6 | 7593 - Stationery - other - Stapler - other - nos<br>*big* | 5.00 | 180.00 | 0.00 | 18.00 | 1,062.00 |
| 7 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*small* | 100.00 | 5.50 | 0.00 | 18.00 | 649.00 |
| 8 | 7519 - Stationery - other - Cutter - NA - nos | 10.00 | 8.00 | 0.00 | 18.00 | 94.40 |
| 9 | 9561 - Tools - Scissors - other - nos | 10.00 | 50.00 | 0.00 | 18.00 | 590.00 |
| 10 | 7528 - Stationery - other - Fevistick - NA - nos | 60.00 | 20.00 | 0.00 | 18.00 | 1,416.00 |
| 11 | 7505 - Stationery - other - Binder Clips - other - boxes<br>*25 mm* | 36.00 | 36.00 | 0.00 | 18.00 | 1,529.28 |
| 12 | 7509 - Stationery - other - Calculator - NA - nos | 10.00 | 150.00 | 0.00 | 18.00 | 1,770.00 |
| 13 | 7573 - Stationery - other - Punch - other - nos<br>*big* | 5.00 | 100.00 | 0.00 | 18.00 | 590.00 |
| 14 | 7573 - Stationery - other - Punch - other - nos<br>*small* | 5.00 | 60.00 | 0.00 | 18.00 | 354.00 |
| 15 | 7507 - Stationery - other - Box file - Big - nos | 100.00 | 34.00 | 0.00 | 18.00 | 4,012.00 |
| 16 | 7514 - Stationery - other - Cello Tape - other - nos<br>*brown tape - 3 inch* | 12.00 | 12.00 | 0.00 | 18.00 | 169.92 |
| 17 | 7514 - Stationery - other - Cello Tape - other - nos<br>*white tape -3 inch* | 12.00 | 35.00 | 0.00 | 18.00 | 495.60 |

Requisition Form

| | | | |
|---|---|---|---|
| npany Name: | Summit sales llp | Date: | 10.2.2021 |
| & Phase : | Summit housing llp | Time: | 12.00 |
| plier | | Req. No. | 168393 |
| terial required before date: | | ID No. | 63893 |

| Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|
| PAPER | A4 | 50 | BDL | | |
| LEDGER PAPER | GREEN | 5 | NOS | | |
| FILE FOLDERS | L | 100 | NOS | | |
| MARKER 74760 | BLACK | 30 | NOS | | |
| MARKER | RED | 30 | NOS | | |
| MARKER | BLUE | 20 | NOS | | |
| MARKER | GREEN | 20 | NOS | | |
| PENS -ORDINARY | BLUE | 100 | NOS | | |
| STICK NOTES | 1"X5" | 30 | NOS | | |
| STAPLER | BIG | 5 | NOS | | |
| STAPLER PINS | SMALL | 100 | NOS | | |
| CUTTER | | 10 | NOS | | |
| SCISSOR | | 10 | NOS | | |
| FEVISTIC | | 60 | NOS | | |
| BINDER CLIPS | 25MM | 36 | NOS | | |
| CALCULATORS | | 10 | NOS | | |
| PUNCH MACHINE | BIG | 5 | NOS | | |
| PUNCHING MACHINE | SMALL | 5 | NOS | | |
| BOX FILES | BIG | 100 | NOS | | |
| BROWN TAPE | 3" | 12 | NOS | | |
| WHITE TAPE | 3" | 12 | NOS | | |
| | | | | | |
| | | | | | |
| | | | | | |

narks: Stock maintenance and site use

| | | | |
|---|---|---|---|
| ared By | SOWMYA | Approved by | |
| & Date | 10.2.2021 | Sign. & Date | |

APPROVED BY
12 FEB 2021
SOHAN MODI
MANAGING DIRECTOR

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