PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/3/21	Prepared by:	NEHA
PO/WO no.	74498	PO / WO Date.	06/02/21
Supplier Name	Venkataramana stat	PO/WO amount	15,399/-
Firm/Company	SSLLP	Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	923	03/02/21	15399/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15399/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			88738	☑ 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:	15399/-
Amount E – PO / WO value:	15399/-
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	12/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	11 MAR 2021				
Date	08/3/21	10/3	MANISH PARIKH				

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 36 ACQFS 2044C1Z7

Order No 74498/168370 Date
Delivery Challan No Date
Bill No. 923-20-21 Date 13/2/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	L. folds		100	8		800			
2	A4 paper		30R	210	6300				
3	A3 paper		5R	420	2100				
4	Fevistick		30	20		600			
5	Stapler Pins.		60	5.50		330			
6	Marker Pa.		30	15	450				
7	A3 Project File		500	5		2500			
8	3" Cello Tape		12	35		420			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 15829 Dt: 13/2/21
MRN No: 88728 Dt: 15/2/21
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES SEC'BAD
No. 7495
Dt. 12/3/21
Sign.

Rupees.........

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total					
SUB Total	8850	4650			
CGST	531	418.50			
SGST	531	418.50			
Grand Total	9912	5487		15399	-0

Receiver's Signature & Seal

Certified by:
Stores Manager

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

 08-02-2021 11:50:20

Purchase Order

Origina 74498
05.02.21 11:33:36

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

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	74498	168370
Doc Date	06-02-2021	
Quote No	Nil	
Quote Date	06-02-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7529 - Stationery - other - File Folders - NA - nos *L-file folders*	100.00	8.00	0.00	18.00	944.00
2	7555 - Stationery - other - Paper - A4 - bundles	30.00	210.00	0.00	12.00	7,056.00
3	7554 - Stationery - other - Paper - A3 - bundles	5.00	420.00	0.00	12.00	2,352.00
4	7528 - Stationery - other - Fevistick - NA - nos	30.00	20.00	0.00	18.00	708.00
5	7594 - Stationery - other - Stapler pin - other - boxes	60.00	5.50	0.00	18.00	389.40
6	7544 - Stationery - other - Marker - NA - nos *Green*	30.00	15.00	0.00	12.00	504.00
7	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
8	7514 - Stationery - other - Cello Tape - other - nos *Brown tape-4 inch*	12.00	35.00	0.00	18.00	495.60
	Rupees : Fifteen Thousand Three Hundred Ninty Nine Only.				**Total Order Value . . .**	**15,399.00**

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
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

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

Name : 08/02/2021

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

Name : ______________

Date : __/__/____

Purchase Order

 08-02-2021 11:50:20

Original / Office Copy / Purchase Div.Copy

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*

Authorised Signatory

Name : 08/02/2021

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	4.2.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168370
Material required before date:		ID No.	63698

No	Description	Size	Quantity	Units	Inward No	Date
1	FILE FOLDERS	L	100	NOS		
2	PAPER	A4	30	BDL		
3	PAPER	A3	5	BDL		
4	FEVISTIC		30	NOS		
5	STAPLER PINS		60	NOS		
6	MARKER	GREEN	30	NOS		
7	PROJECT FOLDERS 74498	A3	500	NOS		
8	BROWN TAPES	4"	12	NOS		
9						
10						
11						
12						
13						
14						

Remarks: for ssllp stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	4.2.2021	Sign. & Date	

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

APPROVED BY
05 FEB 2021
SOHAM MODI
MANAGING DIRECTOR