PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/3/21	Prepared by:	NEHA
PO/WO no.	75597	PO / WO Date.	15/3/21
Supplier Name	Venkataramana Stationery	PO/WO amount	17,420/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1056	17/3/21	17,420/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,420/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90364	☑ 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:	17,420/-
Amount E – PO / WO value:	17,420/-
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	2/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	[signature] 29 MAR 2021				
Date	27/3/21	28/3					

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 75597/168481 Date 15/03/2021

Delivery Challan No Date

Bill No. 1056 20-21 Date 17/3/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Markers		90no	15	1350				
2	Stapler		20	35		700			
3	sheet protector		200no	5		1000			
4	Chalk piece		6 box	180			1080		
5	mouse		5no	180		900			
6	A4 paper		50pkt	210	10500				
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Total								
	SUB Total				11850	2600	1080		
	CGST				711	234	–		
	SGST				711	234	–		
	Grand Total				13272	3068	1080	17420	-0

MODI PROPERTIES SEC'BAD
INWARD
No. 75865
Date 25/3
Sign.

Rupees........

INWARD	
Inward No: 16037	Dt: 19/3/21
MRN No: 90364	Dt: 30/3/21
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

Certified by:
Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

75597
11.03.21 4:50:42

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	75597	168481
Doc Date	15-03-2021	
Quote No	Nil	
Quote Date	15-03-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
2	7544 - Stationery - other - Marker - NA - nos *Red*	30.00	15.00	0.00	12.00	504.00
3	7544 - Stationery - other - Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
4	7593 - Stationery - other - Stapler - other - nos *Small*	20.00	35.00	0.00	18.00	826.00
5	7571 - Stationery - other - Projects folder - NA - nos	200.00	5.00	0.00	18.00	1,180.00
6	7515 - Stationery - other - Chalkpiece - NA - boxes	6.00	180.00	0.00	0.00	1,080.00
7	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	180.00	0.00	18.00	1,062.00
8	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
	Rupees : Seventeen Thousand Four Hundred Twenty Only.			**Total Order Value . . .**		**17,420.00**

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 bome 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 :

Accepted the above Terms And Conditions

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

Name :

Date : _/_/__

15-03-2021 17:28:19

Purchase Order

Original / Office Copy / Purchase Div.Copy

Measurment Nil

Security Nil

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Name : ____________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	10.03.2021
Supplier		Time:	12.00
Material required before date:		Req. No.	168481
		ID No.	64662

No	Description	Size	Quantity	Units	Inward No	Date
1	Markers - black 15		30	nos		
2	Markers - red 15		30	nos		
3	Markers - blue 15		40	nos		
4	Stapler 351'	Small	20	nos		
5	Project folders 05	A4	200	nos		
6	Chalkpiece carton 180		6	nos		
7	Mouse 180		05	nos		
8	Paper bundle 210	A4	50	bundles		
	75597					
Remarks: Stock maintenance and site use						
Prepared By	NEHA					
Sign.& Date	10.03.2021	Sign. & Date	APPROVED BY 14 MAR 2021 SOHAM MODI MANAGING DIRECTOR			

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