PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/3/21	Prepared by:	NEHA
PO/WO no.	75778	PO / WO Date.	20/3/21
Supplier Name	venkataramana stationery	PO/WO amount	22,600/—
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1073	28/3/21	22,600/—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			22,800/—

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90430	☐ 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:	22,600/—
Amount E – PO / WO value:	22,600/—
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		29 MAR 202				
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 Salas LLP

GSTIN 36ACQFS 2094 C1Z7

Order No 75778 / 168503 Date
Delivery Challan No Date 20/03/21
Bill No. 1073 **20-21** Date 22/3/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	folder cover (legal)	✓	200 Nos	5		1000			
2	Marker (Black)		30 Nos	15	450				
3	Marker (Red)		30 Nos	15	450				
4	Marker (Blue)		40 Nos	15	600				
5	Calculators		15 Nos	150		2250			
6	Rubber Bands		10 pkt	40		400			
7	Pens (Black)		60 Nos	3	180				
8	Pens (Blue)		100 Nos	3	300				
9	Pens (Red)		40 Nos	3	120				
10	Highlighters All colours		30 pkt	15	450				
11	Note Pads		50 Nos	25		1250			
12	A/4 Xero paper	✓	50 pkt	210	10500				
13	Ledger paper Cream		5 pkt	330	1650				
14	Stapler Pins		20 Nos	15		300			
15									
16									
17									
18									
19									
20									

INWARD No. 15866 Date 15/3

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total					
SUB Total	14700	5200			
CGST	882	468			
SGST	882	468			
Grand Total	16464	6136		22600.	00

Rupees..........

INWARD
Inward No: 16058 Dt: 22/3/21
MRN No: 60480 Dt: 22/3/21
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Certified by:
Stores Manager

Signature

Purchase Order

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

75778
16.03.21 12:29:47

Supplier Details

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

GSTIN 36AEJPP5811M1Z2
27842572
9849360076

Doc No	75778	168503
Doc Date	20-03-2021	
Quote No	Nil	
Quote Date	20-03-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7530 - Stationery - other - Folder cover - NA - nos *Legal*	200.00	5.00	0.00	18.00	1,180.00
2	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
3	7544 - Stationery - other - Marker - NA - nos *Red*	30.00	15.00	0.00	12.00	504.00
4	~~7544 - Stationery - other - Marker - NA - nos~~ *Blue*	~~40.00~~	~~15.00~~	~~0.00~~	~~12.00~~	~~672.00~~
5	7509 - Stationery - other - Calculator - NA - nos	15.00	150.00	0.00	18.00	2,655.00
6	7581 - Stationery - other - Rubber Bands - NA - pkts	10.00	40.00	0.00	18.00	472.00
7	7561 - Stationery - other - Pen - NA - pkts *Blue*	100.00	3.00	0.00	12.00	336.00
8	7561 - Stationery - other - Pen - NA - pkts *Black*	60.00	3.00	0.00	12.00	201.60
9	7561 - Stationery - other - Pen - NA - pkts *Red*	40.00	3.00	0.00	12.00	134.40
10	7533 - Stationery - other - Highlighter - NA - nos *All colors*	30.00	15.00	0.00	12.00	504.00
11	7552 - Stationery - other - Note pads - other - nos	50.00	25.00	0.00	18.00	1,475.00
12	7555 - Stationery - other - Paper - A4 - bundles *A4*	50.00	210.00	0.00	12.00	11,760.00
13	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	330.00	0.00	12.00	1,848.00
14	7594 - Stationery - other - Stapler pin - other - boxes *Big*	20.00	15.00	0.00	18.00	354.00
	Rupees : Twenty Two Thousand Six Hundred Only.				**Total Order Value . . .**	**22,600.00**

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes

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

Name : ____________________

Contact

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

Name : ____________________

Date : __/__/____

20-03-2021 14:04:15

Purchase Order

Original / Office Copy / Purchase Div.Copy

Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	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 office use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Contact --

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	17.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168503
Material required before date:		ID No.	648[illegible]6

No	Description	Size	Quantity	Units	Inward No	Date
1	Plastic folder legal		200	nos		
2	Marker - black		30	nos		
3	Marker - red		30	nos		
4	Marker - blue		40	nos		
5	Calculator		15	nos		
6	Rubber bands		10	packets		
7	Ordinary pens - blue		100	nos		
8	Ordinary pens - black		60	nos		
9	Ordinary pens - red		40	nos		
10	Highlighter - all colours		30	nos		
11	Finger tips - note pads		50	nos		
12	Paper bundles	A 4	50	bundles		
13	Ledger paper - Green		05	nos		
14	Stapler pin - big		20			

75778

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	17.03.2021	Sign. & Date	

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

APPROVED BY
19 MAR 2021
SOHAM MODI
MANAGING DIRECTOR