

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/3/21		Prepared by: NEHA	
PO/WO no. 75718		PO / WO Date. 20/3/21	
Supplier Name Venkataramana stationery		PO/WO amount 22,600/-	
Firm/Company SHLP		Project SHLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1073	20/3/21	22,600/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			22,600/-
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
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			29 MAR 2021
Date	27/3/21	28/3/21	

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: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

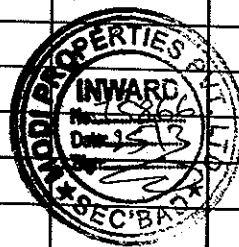
Order No 75778/168503 Date

Delivery Challan No Date 20/03/21

GSTIN 36ACQFS2044C1Z7

Bill No. 107320-21 Date 22/3/21

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Folder cover (Red)	✓	200m	5		1000		
2	Marker (Black)	✓	30m	15	450			
3	Marker (Red)	✓	30m	15	450			
4	Marker (Blue)	✓	40m	15	600			
5	Calculators	✓	15m	150		2250		
6	Rubber Bands	✓	10per	40		400		
7	Pens (Black)	✓	60m	3	180			
8	Pens (Blue)	✓	100m	3	300			
9	Pens (Red)	✓	40m	3	120			
10	Highlighters All Colors	✓	30per	15	450			
11	Note pads	✓	50m	25		1250		
12	A4 Xerox paper	✓	50per	210	10500			
13	Hedger paper cream	✓	5per	330	1650			
14	2 tagler pens	✓	20m	15		300		
15								
16								
17								
18								
19								
20								
					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: 80480 Dt: 22/3/21

Received By: _____ Sign: 81

SUMMIT SALES LLP

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 _____
Stores Manager

Signature

Purchase Order

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 :-

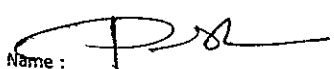
Specification / As per details given in the quotation.

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 : __/__/__

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

Penalty 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.		648816	
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				
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 MCDI
MANAGING DIRECTOR