PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/4/21	Prepared by:	MOUNIKA
PO/WO no.	75937	PO / WO Date.	26/3/21
Supplier Name	Ventakataraman stati	PO/WO amount	25036.40/-
Firm/Company	SSLhp	Project	SHLhp
Sl. No	Bill No.	Bill Date	Bill amount
1	008	02/04/21	23974.40/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23974.40/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90915	☑ 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:	23974.40/-
Amount E – PO / WO value:	25036.40/-
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	19/4/21

Remarks: Rate Difference canbe Consider

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	14/4/21	14/4					

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 75937 / 168529 Date 26/3/2021

Delivery Challan No Date

Bill No. 2021-22 008 Date 2/4/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	CD Marker	9608	60no	15	900				
2	Sheet Protector A4	3926	300no	5		1500			
3	" " A3	3926	300no	5		1500			
4	Stapler HP45	8472	5no	180		900			
5	Scribbling Pad	4820	40no	12		480			
6	24 lable Sticker	4821	5 Pkt	200		1000			
7	Plastic Card	3926	300no	4		1200			
8	Permanent Marker Green	9608	30no	15	450				
9	A4 Paper	4802	50Pkt	210	10500				
10	A4 Ring Binder	4819	10no	90		900			
11	Whitener	3824	10no	20		200			
12	Pencil	9609	5Pkt	40	200				
13	Keychain Rings	8308	300no	4		1200			
14									
15									
16									
17									
18									
19									
20									

MODI PROPERTIES PVT. LTD. INWARD No. 76249 Date 9/4 Sign. SECBAD

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	12050	8880		
CGST	723	799.2		
SGST	723	799.2		
Grand Total	13496	10478.4		23974-40

Rupees..

INWARD
Inward No: 1646 Dt: 2/4/2
MRN No: 90915 Dt: 9/4/2
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

 26-03-2021 16:22:04 Or

75937
24.03.21 11:13:31

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	**Doc No**	75937	168529
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	26-03-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	26-03-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7512 - Stationery - other - CD Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
2	7512 - Stationery - other - CD Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
3	7571 - Stationery - other - Projects folder - NA - nos *A4*	300.00	5.00	0.00	18.00	1,770.00
4	7571 - Stationery - other - Projects folder - NA - nos *A3*	300.00	5.00	0.00	18.00	1,770.00
5	7593 - Stationery - other - Stapler - other - nos *Big*	5.00	180.00	0.00	18.00	1,062.00
6	7584 - Stationery - other - Scribbling Pads - other - nos	40.00	12.00	0.00	18.00	566.40
7	7539 - Stationery - other - Labels - NA - sheets *12 x 24*	5.00	200.00	0.00	18.00	1,180.00
8	6100 - Miscellaneous - Plastic Cards - Others - nos	300.00	4.00	0.00	18.00	1,416.00
9	7544 - Stationery - other - Marker - NA - nos *Green*	30.00	15.00	0.00	12.00	504.00
10	7555 - Stationery - other - Paper - A4 - bundles *A4*	50.00	210.00	0.00	12.00	11,760.00
11	7578 - Stationery - other - Ring Binder - other - nos *A4*	10.00	180.00	0.00	18.00	2,124.00
12	7605 - Stationery - other - Whitner Pen - NA - nos	10.00	20.00	0.00	18.00	236.00
13	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
14	4036 - Consumables - Keychain rings - NA - nos	300.00	4.00	0.00	18.00	1,416.00
				Total Order Value . . .		**25,036.40**

Rupees : Twenty Five Thousand Thirty Six and Paise Fourty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

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

Authorised Signatory

Date : __/__/____

Name :

Name :

Contact - -

Purchase Order

 26-03-2021 16:22:04 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 Stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

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

Authorised Signatory

Name : ______________________

Name : ______________________

Date : __/__/____

Contact : -

Requisition Form

Company Name:	Summit sales llp	Date:	24.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168529
Material required before date:		ID No.	64993

No	Description	Size	Quantity	Units	Inward No	Date
1	CD marker	Blue	30	nos		
2	CD Marker	Black	30	nos		
3	Project folder	A4	300	nos		
4	Project folder	A3	300	nos		
5	Stapler - big		05	nos		
6	Scribling pad		40	nos		
7	Label sheet books		05	nos		
8	Plastic cards		300	nos		
9	Key chain rings		300	nos		
10	Markers	Green	30	nos		
11	Paper bundles	A4	50	bundles		
12	Ring binders	A4	10	nos		
13	Whitener pens		10	nos		
14	Pencil box		05	nos		
	45937					

Remarks: Stock maintenance and site use

Prepared By	NEHA	Approved by	
Sign.& Date	24.03.2021	Sign. & Date	

APPROVED BY
25 MAR 2021
SOHAM MODI
MANAGING DIRECTOR

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