PURCHASE DIVISION

Advice for approval for credit to supplier E

Date:	18/4/21	Prepared by:	Mounika
PO/WO no.	76119	PO / WO Date.	02/4/21
Supplier Name	Venkataraman stat	PO/WO amount	36204/-
Firm/Company	SSLhp	Project	SHLhp
Sl. No.	Bill No.	Bill Date	Bill amount
1	024	05/4/21	36102/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			36102/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			91001	☑ 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:	36102/-
Amount E – PO / WO value:	36102/-
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	23/4/21

Remarks: Quantity Difference can be Consider

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	18/4/21	18/4					

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 - 2784257?
Cell: 98493600?

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 76119 Date
Delivery Challan No Date
Bill No. 2021-22 024 Date 5/4/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Bonfiles								
2	Voucher file		100 no	37		3700			
3	Remin Bonfile		100 no	35		3500			
4	A4 Paper		10 no	90		900			
5	Executive Bond paper 85gsm		90 Pkt	210	18900				
6	100GSM A4 Paper		5 Pkt	340	1700				
7		5	10 Pkt	310	3100				
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Certified by:
Stores Manager

INWARD
Inward No: 16200 Dt: 12/4/21
MRN No: 91190 Dt: 14/4/21
Received By: Sign:
SUMMIT SALES LLP

No. 76465
Date 12/4
SEC'BAD

Rupees.................................

INWARD
Inward No: 16165 Dt: 6/4/21
MRN No: 91001 Dt: 7/4/21
Received By: Sign:
SUMMIT SALES LLP

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	23700	8100		
CGST	1422	729		
SGST	1422	729		
Grand Total	26544	9558		36102-00

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

Signature

Purchase Order

 02-04-2021 17:10:11

76119
30.03.21 4:51:32

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**	76119	168552
	Doc Date	02-04-2021	
	Quote No	Nil	
	Quote Date	02-04-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos *BIG*	100.00	37.00	0.00	18.00	4,366.00
2	7508 - Stationery - other - Box file - small - nos *Small*	100.00	35.00	0.00	18.00	4,130.00
3	7507 - Stationery - other - Box file - Big - nos *Rexine (Black Colour) Big*	10.00	90.00	0.00	18.00	1,062.00
4	7555 - Stationery - other - Paper - A4 - bundles *A4*	90.00	210.00	0.00	12.00	21,168.00
5	7525 - Stationery - other - Executive Bond Paper - NA - bundles *85 GSM*	5.00	340.00	0.00	18.00	2,006.00
6	7555 - Stationery - other - Paper - A4 - bundles *100 GSM (A4)*	10.00	310.00	0.00	12.00	3,472.00
					Total Order Value . . .	**36,204.00**

Rupees : Thirty Six Thousand Two Hundred Four Only.

Terms and Conditions :-

Specification /	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	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	

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:	31.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168552
Material required before date:		ID No.	65152

No	Description	Size	Quantity	Units	Inward No	Date
1	Box file 37	Big	100	nos		
2	Box file 35	Small	100	nos		
3	Box file - Rexine (black color) 90	Big	10	nos		
4	Paper bundle 210	A4	100	nos		
5	Executive bond paper 340	85 gsm	05	bundles		
	76119					

Remarks:For stock maintenance purpose

Prepared By	NEHA		APPROVED BY
Sign.& Date	31.3.2021	Sign. & Date	01 APR 2021 SOHAM MODI MANAGING DIRECTOR

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