PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/5/21	Prepared by:	HEMENDRA
PO/WO no.	76580	PO / WO Date.	21/4/21
Supplier Name	V'Ramana stat & B' wrk	PO/WO amount	3,5,99/-
Firm/Company	SSLLP	Project	MPPL- HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	135	4/5/21	3,5,99/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):		3,599/-	3,5,99/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	135	4/5/21	—	□ 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:	3,5,99/-
Amount E – PO / WO value:	3,5,99/-
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	13/5/21
Remarks:	Lumber Board

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature] APPROVED 08 MAY 2021 MINISH PARIKH				
Date							

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 36ACMFS2044C1Z7

Order No 76580 Date 2/5/21

Delivery Challan No Date

Bill No. 2021-22 135 Date 4/5/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	file folder		300	5		1500			
2	L file Folder		100	8		800			
3	Label 12X2		1	250		250			
4	Label 12X3		2	250		500			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Received

CHECKED
SECURITY/SUP
By: Dt: 04/05/21

Rupees..

Total		3050			
SUB Total					
CGST		274/50			
SGST		274/50			
Grand Total		3599		3599	00

Receiver's Signature & Seal

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 86262
Date 6/5
Sign.

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

 07-05-2021 14:55:08 Ori

76580
16.04.21 1:10:46

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**	76580	182778
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	21-04-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	21-04-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7530 - Stationery - other - Folder cover - NA - nos *CR*	100.00	5.00	0.00	18.00	590.00
2	7530 - Stationery - other - Folder cover - NA - nos *Accounts*	50.00	5.00	0.00	18.00	295.00
3	7530 - Stationery - other - Folder cover - NA - nos *GM*	50.00	5.00	0.00	18.00	295.00
4	7530 - Stationery - other - Folder cover - NA - nos *Praabhakar Reddy -CR*	50.00	5.00	0.00	18.00	295.00
5	7530 - Stationery - other - Folder cover - NA - nos *HO Staff*	50.00	5.00	0.00	18.00	295.00
6	7538 - Stationery - other - L - File Folders - NA - nos	100.00	8.00	0.00	18.00	944.00
7	7539 - Stationery - other - Labels - NA - sheets *12 x 2*	1.00	250.00	0.00	18.00	295.00
8	7539 - Stationery - other - Labels - NA - sheets *12 x 3*	2.00	250.00	0.00	18.00	590.00
					Total Order Value . . .	**3,599.00**

Rupees : Three Thousand Five Hundred Ninty Nine Only.

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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	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

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

Contact

Purchase Order

 07-05-2021 14:55:08 Original / Office Copy / Purchase Div.Copy

Security Nil

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Contact

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	20.04.2021
Site & Phase :	Head Office	Time:	05:10 Pm
		Req. No.	182778
Material required before date:		ID No.	65563

No	Description	Size	Quantity	Units	Inward No	Date
01	Folder Covers (CR)		02	Packet		
02	Folder Covers (Accounts)		01	Packet		
03	Folder Covers (GM)		01	Packet		
04	Folder Covers (Prabhakar Reddy – CR)		01	Packet		
05	Folder Covers (HO Staff)		01	Packet		
06	L- Folders		100	No's		
07	Label stickers (12*2)		01	Box		
08	Label Stickets (12*3)		02	Box		
09	Brown Tape ✓	3 inch	03	No's		
10	Transparent Tape ✓	3 Inch	03	No's		
10	Scales ✓		01	Box		
10	Stapler ✓ 76580	Big	03	No's		
11	Stapler ✓	Medium	15	No's		
12	Eraser ✓		01	Box		
13	Binder Clips ✓	25 mm	01	Box		
14	Binder Clips ✓	32 mm	01	Box		
15	Pencils ✓		02	Box		
16	Stick Notes (1 *3) multi colour ✓	1*3	15	No's		
17	Sketch (Multiclour) ✓		02	Packtes		

Prepared By	Jai Kumar	Approved by	
Date	20.04.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

APPROVED
22 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE