PURCHASE DIVISION
Advice for approval for credit to supplier

11/5

Date:	10/5/21	Prepared by:	HEMENDRA
PO/WO no.	76878	PO / WO Date.	53,593/-
Supplier Name	V'Ramana Staly & 'B' Whk	PO/WO amount	3/5/21
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	145	3/5/21	30,073/-
2	146	"	23,520/-
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			53,593/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	145	3/5/21	91942	☑ Yes ☐ No
2.	146	"	91923	☑ 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:				53,593/-
Amount E – PO / WO value:				53,593/-
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	15/5/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		13/5					

11 MAY 2021

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 76878/168644 Date 3/5/2021

Delivery Challan No Date

Bill No. 2021-22 145 Date 8/5/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pens	✓	500no	3	1500				
2	Cello Pens	✓	100no	5	500				
3	CD markers	✓	20no	15	300				
4	Permanent marker	✓	100no	15	1500				
5	Whitener	✓	30no	20		600			
6	Stapler Pin 24/6	✓	100no	15		1500			
7	Stapler HP 45	✓	5no	195		975			
8	Stapler no-10	✓	10no	38		380			
9	Calculator	✓	10no	150		1500			
10	Pencil	✓	5Pkt	40	200				
11	Eraser		100Pkt	16	1600				
12	Sketch pen		5Pkt	20	100				
13	A3 Paper 100GSM	✓	5Pkt	630	3150				
14	Plastic card		300no	5		1500			
15	Epson Ink		20no	560	11200				
16									
17									
18									
19									
20									
				Total					
				SUB Total	20050	6455			
				CGST	1203	580.95			
				SGST	1203	580.95			
				Grand Total	22456	7616.9		30072	90

Certified by
Stores Manager

Rupees..

INWARD
Inward No: 16342 Date: 8/5/21
MRN No: 91942 10/5/21
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

ODI PROPERTIES PVT. LTD. INWARD No. 80406 Date 10/5

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Ph: 040 - 27842572
Cell: 9849360076

TAX INVOICE

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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 76878/168644 Date 3/5/2021

Delivery Challan No Date

Bill No. 2021-22 146 Date 8/5/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		100pkt	210	21000				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Certified by:
Stores Manager

Total					
SUB Total	21000				
CGST	1260				
SGST	1260				
Grand Total	23520				23520/-

Rupees...

INWARD
Inward No: 16340 Dt: 8/5/21
MRN No: 91923 Dt: 10/5/21
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

INWARD
No. 80407
Date 10/5
Sign.

Signature

Purchase Order

76878
06.05.21 4:35.37

Orig

 03-05-2021 14:57:16

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.	**Doc No**	76878	168644
	Doc Date	03-05-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	03-05-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. **Prathap**

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Ordinary (Blue)*	200.00	3.00	0.00	12.00	672.00
2	7560 - Stationery - other - Pen - NA - nos *Ordinary (Black)*	200.00	3.00	0.00	12.00	672.00
3	7560 - Stationery - other - Pen - NA - nos *Ordinary (Red)*	100.00	3.00	0.00	12.00	336.00
4	7560 - Stationery - other - Pen - NA - nos *Cello Blue pens*	100.00	5.00	0.00	12.00	560.00
5	7512 - Stationery - other - CD Marker - NA - nos	20.00	15.00	0.00	12.00	336.00
6	7544 - Stationery - other - Marker - NA - nos *Black*	50.00	15.00	0.00	12.00	840.00
7	7544 - Stationery - other - Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
8	7544 - Stationery - other - Marker - NA - nos *Red*	20.00	15.00	0.00	12.00	336.00
9	7605 - Stationery - other - Whitner Pen - NA - nos	30.00	20.00	0.00	18.00	708.00
10	7594 - Stationery - other - Stapler pin - other - boxes *Small*	100.00	15.00	0.00	18.00	1,770.00
11	7593 - Stationery - other - Stapler - other - nos *Big*	5.00	195.00	0.00	18.00	1,150.50
12	7593 - Stationery - other - Stapler - other - nos *Small*	10.00	38.00	0.00	18.00	448.40
13	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
14	7555 - Stationery - other - Paper - A4 - bundles *A4*	100.00	210.00	0.00	12.00	23,520.00
15	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
16	7523 - Stationery - other - Eraser - NA - nos	100.00	16.00	0.00	12.00	1,792.00
17	7587 - Stationery - other - Sketch Pen - NA - pkts *All Colors*	5.00	20.00	0.00	12.00	112.00
18	7554 - Stationery - other - Paper - A3 - bundles *100GSM*	5.00	630.00	0.00	12.00	3,528.00

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/___

Purchase Order

19	6100 - Miscellaneous - Plastic Cards - Others - nos	300.00	5.00	0.00	18.00	1,770.00
20	7558 - Stationery - other - Ink Catridge - NA - nos *Epson Ink Bottles*	20.00	560.00	0.00	12.00	12,544.00
					Total Order Value . . .	**53,592.90**

Rupees : Fifty Three Thousand Five Hundred Ninty Two and Paise Ninty 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 : ______

Accepted the above Terms And Conditions

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	28.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	03:00
Supplier		Req. No.	168644
Material required before date:		ID No.	65843

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue Pens(Ordinary) 63 12/-		200	nos		
2	Black Pens(Ordinary)		200	nos		
3	Red Pens(Ordinary)		100	nos		
4	Cello Blue Pens (5) 12		100	nos		
5	CD Marker(Red) 15 12/-		20	nos		
6	Marker Balck 12/- 15/-		50	nos		
7	Marker Blue		30	nos		
8	Marker Red 76878		20	nos		
9	Whitener 20/- 15		30	nos		
10	Highlighter 15/- 12/-		30	nos		
11	Stapler pins 120 (20)	small	100	nos		
12	Stapler 195 18/-	Big	05	nos		
13	Stapler 38 10/-	Small	10	nos		
14	Calculator 150 12/-		10	nos		
15	Paper Bundles 12/-	A4	100	Bundles		
16	Pencil Box 40 12/-		05	nos		
17	Erazer 48/- (20) 12		100	nos		
18	Sketch Pens(All Colors) 20 12		05	packets		
19	Paper Bundles(100 GSM) 12/-	A3	05	Bundles		
20	Plastic Cards 5 18/-		300	nos		
21	Epson Ink Bottle 560 + 12		20	nos		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	28.04.2021	Sign. & Date	APPROVED BY - 1 MAY 2021 SOHAM MODI MANAGING DIRECTOR

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