

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 13/5/21		Prepared by: HEMENDRA	
PO/WO no. 76654		PO / WO Date. 23/4/21	
Supplier Name Y Ramana Stationery & B. write		PO/WO amount 20,883/-	
Firm/Company S S L P		Project S S L P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	141	5/5/21	20,883/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 20,883/-			
Sl. No.	DC No	DC. Date	MRN No.
1.	141	5/5/21	91793
2.			
3.			
DC matches MRN			
☒ Yes ☐ No			
☐ Yes ☐ No			
☐ 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:			
Amount E – PO / WO value: 20,883/-			
Amount F – Difference (A – E): GST-18% 20,883/-			
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			
Remarks: Incomplete bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	13/5		

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 76654/168625 Date 23/4/2021

Delivery Challan No _____ Date _____

GSTIN 36ACQFS2044C127

Bill No. 2021-22 141 Date 5/5/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box File	✓	5000	37		1850			
2	A3 Ring Binder	✓	2000	180		3600			
3	A4 " "	✓	1000	90		900			
4	Wash Throw Pens	✓	4000	3	1200				
5	Markers	✓	8000	15	1200				
6	High lighters	✓	4000	15	600				
7	Whitener	✓	2000	20		400			
8	Stapler #65 Pins	✓	2000	15		300			
9	Stapler Pin small	✓	2000	5.5		1100			
10	Pencil	✓	1000	40	400				
11	Stapler Big	✓	500	180		900			
12	Stapler Small	✓	2000	35		700			
13	Binder clip 19mm	✓	1200	22		264			
14	" " 25mm	✓	2400	38		912			
15	" " 32 mm	✓	1200	40		480			
16	Brown tape 2" inch	✓	1200	35		420			
17	Cello tape 1" inch	✓	1200	12		144			
18	A3 sheet Protector	✓	5000	5		2500			
19									
20									

Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

3400

14470

204

1302.3

204

1302.3

3808

17074.6

20882-60

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

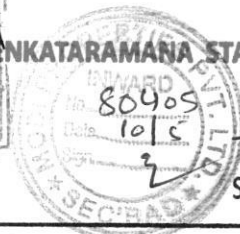
Interest @2%p.m. if not paid within 30 days time

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

Requisition Form

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Purchase Order

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76654

16.04.21 1:14:52

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	76654	168625
Doc Date	23-04-2021	
Quote No	Nil	
Quote Date	23-04-2021	
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	50.00	37.00	0.00	18.00	2,183.00
2 7578 - Stationery - other - Ring Binder - other - nos A3	20.00	180.00	0.00	18.00	4,248.00
3 7578 - Stationery - other - Ring Binder - other - nos A4	10.00	90.00	0.00	18.00	1,062.00
4 7571 - Stationery - other - Projects folder - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
5 7560 - Stationery - other - Pen - NA - nos Ordinary (Blue)	200.00	3.00	0.00	12.00	672.00
6 7560 - Stationery - other - Pen - NA - nos Ordinary (Black)	100.00	3.00	0.00	12.00	336.00
7 7560 - Stationery - other - Pen - NA - nos Ordinary (Red)	100.00	3.00	0.00	12.00	336.00
8 7544 - Stationery - other - Marker - NA - nos Black	50.00	15.00	0.00	12.00	840.00
9 7544 - Stationery - other - Marker - NA - nos Blue	30.00	15.00	0.00	12.00	504.00
10 7533 - Stationery - other - Highlighter - NA - nos All Colors	40.00	15.00	0.00	12.00	672.00
11 7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
12 7594 - Stationery - other - Stapler pin - other - boxes Big	20.00	15.00	0.00	18.00	354.00
13 7594 - Stationery - other - Stapler pin - other - boxes Small	200.00	5.50	0.00	18.00	1,298.00
14 7593 - Stationery - other - Stapler - other - nos Big	5.00	180.00	0.00	18.00	1,062.00
15 7593 - Stationery - other - Stapler - other - nos Small	20.00	35.00	0.00	18.00	826.00
16 7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
17 7505 - Stationery - other - Binder Clips - other - boxes 19mm	12.00	22.00	0.00	18.00	311.52
18 7505 - Stationery - other - Binder Clips - other - boxes 25mm	24.00	38.00	0.00	18.00	1,076.16

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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Original / Office Copy / Purchase Div.Copy

19	7505 - Stationery - other - Binder Clips - other - boxes 32mm	12.00	40.00	0.00	18.00	566.40
20	7513 - Stationery - other - Cello Tape - 1 In - nos	12.00	35.00	0.00	18.00	495.60
21	7514 - Stationery - other - Cello Tape - other - nos Brown Tape	12.00	12.00	0.00	18.00	169.92
Total Order Value . . .						20,882.60
Rupees : Twenty Thousand Eight Hundred Eighty Two and Paise Sixty 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	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty 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 Stock maintenance 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 : __/__/__