PURCHASE DIVISION

~~Advice for approval for credit to supplier~~

Date:	14/6/21	Prepared by:	HEMENDRA
PO/WO no.	77148	PO / WO Date.	14/5/21
Supplier Name	V'Raac stg & B'wnk	PO/WO amount	15,288/-
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	228	12/6/21	15,288/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,288/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	228	12/6/21	92695	☑ 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:	15,288/-
Amount E – PO / WO value:	15,288/-
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	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 14 JUN 2021 MINISH PARIKH MANAGER-PROCUREMENT				
Date	14/6						

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 77/48		Date	14/5/21
Delivery Challan No	[redacted]	Date	
Bill No. 2021-22	228	Date	12/6/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50	210	10500				
2	A3 100GSM		5	630	3150				
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	13650				
				SUB Total					
				CGST	819				
				SGST	819				
				Grand Total	15288			15288	00

Certified by:
Stores Manager

Rupees..

INWARD
Inward No: 16448 Dt: 12/6/21
MRN No: 92695 Dt: 14/6/21
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

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 84016
Date 14/...
Sign.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

~~Purchase Order~~

Or 77148
06 05 21 4:35:38

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**	77148	168681
	Doc Date	14-05-2021	
	Quote No	Nil	
	Quote Date	14-05-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7554 - Stationery - other - Paper - A3 - bundles *100 GSM*	5.00	630.00	0.00	12.00	3,528.00
	Rupees : Fifteen Thousand Two Hundred Eighty Eight Only.				**Total Order Value . . .**	**15,288.00**

<u>Terms and Conditions :-</u>

Specification /	As per details given in the quotation.
~~**Payment Terms**~~	~~After Delivery & Production of bill~~
Tax	Inclusive of all taxes
Delivery Date	Next Day.
<u>Delivery Location</u>	<u>Summit Housing LLP</u> <u>Cherlapally Behind Kingston PG college, Hyderabad</u> 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

14/06/2021

Name : ______________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	12.05.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	01:00
Supplier		Req. No.	168681
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundles	A4	50	Bundles		
2	Paper Bundles(100 GSM)	A3	05	Bundles		

Remarks:For Stock maintenance purpose

Prepared By	BHAVANI		
Sign & Date	12.05.2021	Sign & Date	

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

APPROVED
14 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

77148