PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/21	Prepared by:	HEMENDRA
PO/WO no.	78181	PO / WO Date.	30/6/21
Supplier Name	V'Ramana Stationery & B'WNK	PO/WO amount	12,043/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	305	3/7/21	12,043/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,043/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	305	3/7/21	93520	☑ 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:	12,043/-
Amount E – PO / WO value:	12,043/-
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	10/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature] APPROVED 06 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
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 36ACQFS2044C1Z7

Order No 78181 Date 3/7/21

Delivery Challan No 1005 Date

Bill No. 2021-22 305 Date 3/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper ✓		50	210	10500				
2	tag file. ✓		20	12		240			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	10500	240			
				SUB Total					
				CGST	630	21/60			
				SGST	630	21/60			
				Grand Total	11760	283/20		12043	20

Certified by:
Stores Manager

MODI PROPERTIES PVT LTD. SEC'BAD
INWARD
No: 81997
Date: 6/7
Sign:

Rupees........

INWARD
Inward No: 16560 Dt: 3/7/21
MRN No: Dt:
Received By: 93520. 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

Signature

Purchase Order

01-07-2021 16:35:42

78181

24.06.21 12:06:18

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**	78181	168783
	Doc Date	30-06-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	30-06-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7596 - Stationery - other - Tag files - NA - nos	20.00	12.00	0.00	18.00	283.20
				Total Order Value . . .		**12,043.20**

Rupees : Twelve Thousand Fourty Three and Paise Twenty 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 office use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

01/07/2021

Name :

Accepted the above Terms And Conditions

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

Date : __/__/____

Name :

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-06-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:18
Supplier		Req. No.	168783
Material required before date:		ID No.	67128

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Paper bundles	A4	50	nos		
2	Tag files		20	nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	BHAVANI		
Sign.& Date	30-06-2021	Sign. & Date	

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

APPROVED
01 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE