NE
plz chec

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/7/21	Prepared by:	HEMENDRA
PO/WO no.	78536	PO / WO Date.	12/7/21
Supplier Name	V'Ramaa stationery & 'B' work	PO/WO amount	34,988/-
Firm/Company	SSLLP	Project	Shlp
Sl. No.	Bill No.	Bill Date	Bill amount
1	350	14/7/21	34,988/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			34,988/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	350	14/7/21	93961	☑ 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:	34,988/-
Amount E – PO / WO value:	34,988/-
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	22/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
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 36ACAFS2044C1Z7

Order No 78536 Date 14/7/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 350 Date 14/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Project folder A4	✓	500	5		2500			
2	Ring Binder A3	✓	20	180		3600			
3	Whitener Pen	✓	20	20		400			
4	Calculator	✓	20	150		3000			
5	CD Marker R/B/B	✓	60	15	900				
6	Highlighter	✓	30	15	450				
7	A4 Paper	✓	50	210	10500				
8	A3 J.K Shooder	✓	5	630	3150				
9	Pen B/300 B200	✓	500	3	1500				
10	Pencil	✓	5	40	200				
11	Punch 16 mm	✓	5	80		400			
12	Punch Big	✓	5	120		600			
13	Stapler Pin	✓	100	6		600			
14	Scribbling Pads	✓	100	12		1200			
15	Stapler Small	✓	10	35		350			
16	Marker	✓	30	15		450			
17	Scale Steel	✓	20	25		500			
18	Scissors.	✓	5	40		200			
19									
20									
				Total	16700	13800			
				SUB Total					
				CGST	1002	1242			
				SGST	1002	1242			
				Grand Total	18704	16284		34988	40

Rupees.........................

INWARD
Inward No: 1661 Dt: 14/7/21
MRN No: 9396 Dt: 15/7/21
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

Certified by:
Stores Manager

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82376
Date: 16/7
Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

78536
12.07.21 11:10:49

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	78536	168809
Doc Date	12-07-2021	
Quote No	Nil	
Quote Date	12-07-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7571 - Stationery - other - Projects folder - NA - nos *A4*	500.00	5.00	0.00	18.00	2,950.00
2	7578 - Stationery - other - Ring Binder - other - nos *A3*	20.00	180.00	0.00	18.00	4,248.00
3	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
4	7509 - Stationery - other - Calculator - NA - nos	20.00	150.00	0.00	18.00	3,540.00
5	7512 - Stationery - other - CD Marker - NA - nos *Red*	20.00	15.00	0.00	12.00	336.00
6	7512 - Stationery - other - CD Marker - NA - nos *Black*	20.00	15.00	0.00	12.00	336.00
7	7512 - Stationery - other - CD Marker - NA - nos *Blue*	20.00	15.00	0.00	12.00	336.00
8	7533 - Stationery - other - Highlighter - NA - nos	30.00	15.00	0.00	12.00	504.00
9	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
10	7554 - Stationery - other - Paper - A3 - bundles	5.00	630.00	0.00	12.00	3,528.00
11	7560 - Stationery - other - Pen - NA - nos *Blue pens*	300.00	3.00	0.00	12.00	1,008.00
12	7560 - Stationery - other - Pen - NA - nos *Black Pens*	200.00	3.00	0.00	12.00	672.00
13	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
14	7572 - Stationery - other - Punch - 16mm - nos	5.00	80.00	0.00	18.00	472.00
15	7573 - Stationery - other - Punch - other - nos *Big*	5.00	120.00	0.00	18.00	708.00
16	7594 - Stationery - other - Stapler pin - other - boxes	100.00	6.00	0.00	18.00	708.00
17	7584 - Stationery - other - Scribbling Pads - other - nos	100.00	12.00	0.00	18.00	1,416.00
18	7593 - Stationery - other - Stapler - other - nos *Small*	10.00	35.00	0.00	18.00	413.00

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact ...

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Purchase Order

19	7544 - Stationery - other - Marker - NA - nos	30.00	15.00	0.00	18.00	531.00
20	7583 - Stationery - other - Scale - NA - nos *Steel*	20.00	25.00	0.00	18.00	590.00
21	9561 - Tools - Scissors - other - nos	5.00	40.00	0.00	18.00	236.00
					Total Order Value . . .	**34,988.00**

Rupees : Thirty Four Thousand Nine Hundred Eighty Eight 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 Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________

Contact ...

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	168809
Material required before date:		ID No.	67426

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Gova Rope		30	Bundles		
2	GI Buckets		40	Nos		
3	Plastic Blue Sheets	12x18	4320	sft		
4	Spade With Handle		20	Nos		
5	Safety Belt 1/2 Body		10	Nos		
6	Hacksaw Blade-Double		300	Box		
7	Hacksaw Blade-Single		200	Box		
8	Project Folders	A4	500	Nos		
9	Ring Binders	A3	20	Nos		
10	Whiteners		20	Nos		
11	Calculator		10	Nos		
12	CD Marker-Red		20	Nos		
13	CD Marker-Black		20	Nos		
14	CD Marker-Blue 78536		20	Nos		
15	Highlighter		30	Nos		
16	Paper	A3	5	Bundles		
17	Paper	A4	50	Bundles	APPROVED BY 10 JUL 2021 SOHAM MODI MANAGING DIRECTOR	
18	Ordinary-Blue Pens		300	Nos		
19	Ordinary -Black Pens		200	Nos		
20	Pencil Box		5	Nos		
21	Punch 80	16mm	5	Nos		
22	Punch 120	Big	5	Nos		
23	Stapler Pins	10mm	100	Boxes		
24	Scribling Pads		100	Nos		
25	Stapler 35	Small	10	Nos		
26	Fevistick		30	Nos		

27	Scals 25 40		20	Nos		
28	Scissors 40		05	Nos		
Remarks:For Stock Maintenance Purpose						
Prepared By	BHAVANI					
Sign.& Date	08-07-2021	Sign. & Date				

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

APPROVED BY
10 JUL 2021
SOHAM MODI
MANAGING DIRECTOR