PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/7/24	Prepared by:	HEMENDRA
PO/WO no.	78517	PO / WO Date.	14/7/24
Supplier Name	V'Ramana stating & B. work	PO/WO amount	4,484/-
Firm/Company	SSLLP	Project	SRLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	348	14/7/24	4,484/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,484/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	348	14/7/24	93963	☑ 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:	4,484/-
Amount E – PO / WO value:	4,484/-
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	22/7/24
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 17 JUL 2024 MINISH PARIKH				
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/-

<u>**TAX INVOICE**</u>

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 78517 Date 14/7/24
Delivery Challan No [redacted] Date
Bill No. 2021-22 348 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mous	✓	10	290		2900			
2	Mouse Pad	✓	30	30		900			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
IN WARD
No: 82331
Date: 15/7
Sign:
R.R. DIST.

Rupees..........

Total	3800	
SUB Total		
CGST	342	
SGST	342	
Grand Total	4484	4484.00

INWARD
Inward No: 16612 Dt: 14/7/24
MRN No: 93967 Dt: 15/8/24
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

GSTIN: 36AEJPP58T1M1Z2

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

Certified by:
Stores Manager

Signature

Purchase Order

 12-07-2021 14:49:24

Or 78517
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.	**Doc No**	78517	168807
	Doc Date	12-07-2021	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
27842572 9849360076	**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	3516 - Computers and Peripherals - Mouse - NA - nos	10.00	290.00	0.00	18.00	3,422.00
2	3517 - Computers and Peripherals - Mouse pad - NA - nos	30.00	30.00	0.00	18.00	1,062.00
					Total Order Value . . .	**4,484.00**

Rupees : Four Thousand Four Hundred Eighty Four 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 : ____________

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.	168807
Material required before date:		ID No.	67429

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Mouse		10	Nos		
2	Mouse Pads	78517	30	Nos		
3	Adapter Bio-metrics		5	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