PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/7/21	Prepared by:	HEMENDRA
PO/WO no.	78784	PO / WO Date.	19/7/4
Supplier Name	Venkatramana Staling & R WMC	PO/WO amount	34,241/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	379	21/7/4	34,241/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			34,241/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	379	21/7/4	94251	☑ 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:				34,241/-
Amount E – PO / WO value:				34,241/-
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	31/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 26 JUL 2021				
Date			MINISH PARIKH MANAGER PROCUREMENT				

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 18784 Date 21/7/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 379 Date 21/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Ring Binder A3		24	180		4320			
2	" " A4		24	90		2160			
3	Stamp pad (Blue)		10	30	300				
4	Chalkpiece		3	180			540		
5	L File folder		100	8		800			
6	A4 Paper		50	210	10500				
7	Pencil		5	40	200				
8	Punch 15mm		5	80		400			
9	Projects folder A3		500	5		2500			
10	Project Folder A4		500	5		2500			
11	Folder cover blue		200	5		1000			
12	Punch Big		5	120		600			
13	Stapler Pin (small)		60	6		360			
14	Scribbling Pads		60	12		720			
15	Stapler Pin-Big		20	15		300			
16	Fevi Stick		30	18		540			
17	Cello tape 1'		20	15		300			
18	Cello tape Brown 3" white		24	35		840			
19	Cello tape 2i		12	25		300			
20	White marker Pen		24	20		480			
				Total	11000	18120	540		
				SUB Total					
				CGST	660	1630/80			
				SGST	660	1630/80			
				Grand Total	12320	21381/60	540	34241	60

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

INWARD
Inward No: 16649 Dt: 22/7/21
MRN No: 94251 Dt: 23/7/21
Received By: Sign:

SUMMIT SALES LLP INWARD No: 82633 Date: 23/7 Sign: R.R. DIST.

Receiver's Signature & Seal SUMMIT SALES LLP

GSTIN: 36AEJPP5811M1Z2

Certified by:

Stores Manager

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

78784
16.07.21 4:14:06

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**	78784	168832
	Doc Date	19-07-2021	
	Quote No	Nil	
	Quote Date	01-04-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7578 - Stationery - other - Ring Binder - other - nos *A3*	24.00	180.00	0.00	18.00	5,097.60
2	7578 - Stationery - other - Ring Binder - other - nos *A4*	24.00	90.00	0.00	18.00	2,548.80
3	7592 - Stationery - other - stamp pad - NA - nos *Blue*	10.00	30.00	0.00	12.00	336.00
4	7515 - Stationery - other - Chalkpiece - NA - boxes	3.00	180.00	0.00	0.00	540.00
5	7538 - Stationery - other - L - File Folders - NA - nos	100.00	8.00	0.00	18.00	944.00
6	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
7	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
8	7572 - Stationery - other - Punch - 16mm - nos	5.00	80.00	0.00	18.00	472.00
9	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
10	7571 - Stationery - other - Projects folder - NA - nos *A4*	500.00	5.00	0.00	18.00	2,950.00
11	7530 - Stationery - other - Folder cover - NA - nos *Blue*	200.00	5.00	0.00	18.00	1,180.00
12	7573 - Stationery - other - Punch - other - nos *Big*	5.00	120.00	0.00	18.00	708.00
13	7594 - Stationery - other - Stapler pin - other - boxes *10 No (Small)*	60.00	6.00	0.00	18.00	424.80
14	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
15	7594 - Stationery - other - Stapler pin - other - boxes *Big*	20.00	15.00	0.00	18.00	354.00
16	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
17	7513 - Stationery - other - Cello Tape - 1 In - nos	20.00	15.00	0.00	18.00	354.00
18	7514 - Stationery - other - Cello Tape - other - nos *Brown 3 inch*	12.00	35.00	0.00	18.00	495.60

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Contact

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168832
Material required before date:		ID No.	67657

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Ring Binder File	A3	24	Nos		
2	Ring Binder File	A4	24	Nos		
3	Stamp pad		10	Nos		
4	Chalk Piece-Box		3	Boxes		
5	L-File Folder		100	Nos		
6	Paper	A4	50	Bundles		
7	Pencil Box		5	Boxes		
8	Punch	16mm	5	Nos		
9	Project Folder	A3	500	Nos		
10	Project Folder	A4	500	Nos		
11	Folder Covers	Blue	200	Nos		
12	Punch	Big	5	Nos		
13	Stapler Pins	10mm	60	Nos		
14	Scribling pads		60	Nos		
15	Stapler	Small	20	Nos		
16	Fevistick		30	Nos		
17	Cello Tape	1”	20	Nos		
18	Brown Tape	3”	12	Nos		
19	Cello White Tape	3”	12	Nos		
20	Brown tape	2”	12	Nos		
21	Whitners		24	Nos		

Remarks:For Stock maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	15-07-2021	Sign. & Date	

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