

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	26/7/21		Prepared by:	HEMENRA			
PO/WO no.	78784		PO / WO Date.	19/7/21			
Supplier Name	Venkatramana Salingi & R.W.M.		PO/WO amount	34,241/-			
Firm/Company	SSLP		Project	Shur			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	379	21/7/21	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	21/7/21	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			31/8/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			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: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

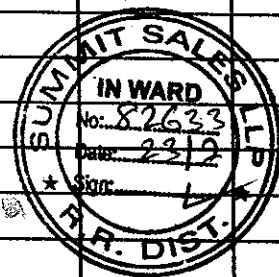
Order No 78784 Date 21/7/24

Delivery Challan No [REDACTED] Date

GSTIN 36ACAFS2044C177

Bill No. 2021-22 379 Date 21/7/24

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	Chalk piece	✓	3	180			540	
5	L A4 folder	✓	100	8		800		
6	A4 paper	✓	50	210	10500			
7	Pencil	✓	5	40	200			
8	Punch 15mm	✓	5	80		400		
9	Project 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 (Blue)	✓	60	6		360		
14	Scrubbing Pad's	✓	60	12		720		
15	Stapler Pin - Big	✓	20	15		300		
16	Pen Stick	✓	30	18		540		
17	Cello tape 1"	✓	20	15		300		
18	Cello tape 3/4" with	✓	24	35		840		
19	Cello tape 2"	✓	12	25		300		
20	White ball pen	✓	24	20		480		



Rupees.....	INWARD	Total	11000	18120	540
	Inward No: <u>16649</u> Dt: <u>22/7/24</u>	SUB Total			
	MRN No: <u>94251</u> Dt: <u>25/7/24</u>	CGST	660	1630/80	
	Received By: <u>[Signature]</u> Sign: <u>[Signature]</u>	SGST	660	1630/80	
Receiver's Signature & Seal SUMMIT SALES LLP		Grand Total	12320	21381/60	540 34241 60

GSTIN: 36AEJPP5811M122

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. 669100102707

Certified by:

For: **VENKATARAMANA STATIONERY AND BINDING WORKS**

Manager

Signature

Purchase Order

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22-07-2021 17:01:00



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 DetailsVenkatramana 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	

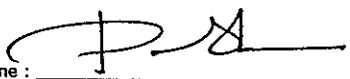
Kind Attn : Mr. Prathap

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

Name : 

Name : _____

Date : __/__/__

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

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.