(10)

PURCHASE DIVISION
Advice for approval for credit to supplier (2)

Date:	24/7/21	Prepared by:	HEMENDRA
PO/WO no.	78747	PO / WO Date.	17/8/20
Supplier Name	V'Ramana slating & B	PO/WO amount	17,306/-
Firm/Company	SSLCP	Project	Sheep
Sl. No.	Bill No.	Bill Date	Bill amount
1	370	20/7/21	17,306/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,306/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	370	17/7/21	94236	☑ 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:				17,306/-
Amount E – PO / WO value:				17,306/-
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 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/-

Ph: 040 - 27842572
Cell: 9849360076

TAX INVOICE

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. Sumit sales. LLPL

GSTIN 36AEQFX2044C127

Order No 278747. Date 17/7/21.

Delivery Challan No [redacted] Date

Bill No. 2021-22 370 Date 20/07/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 xerox paper	✓	50Pkt.	210	10500				
2	Sheet Protractor A3	✓	200Pcs.	5		1000			
3	Box file	✓	50Pcs.	38		1900			
4	Small Box files.	✓	50Pcs.	36.		1800			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16	Certified by:								
17									
18									
19	Stores Manager								
20									
			Total						
			SUB Total		10500	4700			
			CGST		630	423			
			SGST		630	423			
			Grand Total		11760	5546		17306	00

Rupees 17,306.00

INWARD
Inward No: 16650 Dt: 22/7/21
MRN No: 94236 Dt: 22/7/21
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1ZD

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82637
Date: 23/2
Sign:

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 17-07-2021 13:37:37

78747
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.	**Doc No**	78747	168837
	Doc Date	17-07-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	10-05-2021	
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 *A4*	50.00	210.00	0.00	12.00	11,760.00
2	7530 - Stationery - other - Folder cover - NA - nos *A3*	200.00	5.00	0.00	18.00	1,180.00
3	7507 - Stationery - other - Box file - Big - nos	50.00	38.00	0.00	18.00	2,242.00
4	7508 - Stationery - other - Box file - small - nos	50.00	36.00	0.00	18.00	2,124.00
				Total Order Value . . .		**17,306.00**

Rupees : Seventeen Thousand Three Hundred Six 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

17/07/2021

Name : ______

Contact - -

Accepted the above Terms And Conditions
For *Venkatramana Stationery & Binding works*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00
Supplier		Req. No.	168837
Material required before date:		ID No.	67626

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundles	A4	50	Bundles		
2	Plan filling covers 78747	A3	200	No's		
3	Box File	Big	50	No's		
4	Box File	Small	50	No's		

Remarks:For Stock maintenance Purpose			
Prepared By	Mounika		
Sign.& Date	17-07-2021	Sign. & Date	

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

APPROVED
17 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 78784	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		APPROVED BY
Sign.& Date	15-07-2021	Sign. & Date	17 JUL 2021 SOHAM MODI MANAGING DIRECTOR

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