PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/7/21	Prepared by:	HEMENDRA
PO/WO no.	7907	PO / WO Date.	27/7/21
Supplier Name	Venkataramana stationary &	PO/WO amount B. wrk	18,267/-
Firm/Company	SS UL	Project	SKUL
Sl. No.	Bill No.	Bill Date	Bill amount
1	398	28/7/21	18,267/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,267/-

Sl. No.	DC. No.	DC. Date	MRN No.	DC matches MRN
1.	398	28/7/21	94,586	☑ 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:	18,267/-
Amount E – PO / WO value:	18,267/-
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	6/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		30 JUL 2021				
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 36ACQFS2044C1Z7

Order No 79071 Date 28/7/21
Delivery Challan No [redacted] Date
Bill No. 2021-22 398 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Whitner pen		20	20		400			
2	highlighter		20	15	300				
3	file folder (buy)		60	5		300			
4	Paper A3		5	630	3150				
5	" A4		50	210	10500				
6	Punch 16mm		5	80		400			
7	Punch Big.		5	120		600			
8	fevi stick		30	18		540			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	13950	2240			
				SUB Total					
				CGST	837	201/60			
				SGST	837	201/60			
				Grand Total	15624	2643/20		18267	20

Certified by:
Stores Manager

INWARD
Inward No: 16689 Dt: 26/7/21
MRN No: 94506 Dt: 29/7/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 82859
Date: 29/7
Sign:
R.R. DIST.

Rupees..

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 29-07-2021 13:15:53

79071
26.07.21 11:52:28

Copy

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	79071	168860
Doc Date	27-07-2021	
Quote No	Nil	
Quote Date	27-07-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
2	7533 - Stationery - other - Highlighter - NA - nos	20.00	15.00	0.00	12.00	336.00
3	7529 - Stationery - other - File Folders - NA - nos *L-Folders*	60.00	5.00	0.00	18.00	354.00
4	7554 - Stationery - other - Paper - A3 - bundles	5.00	630.00	0.00	12.00	3,528.00
5	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
6	7572 - Stationery - other - Punch - 16mm - nos	5.00	80.00	0.00	18.00	472.00
7	7573 - Stationery - other - Punch - other - nos	5.00	120.00	0.00	18.00	708.00
8	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
					Total Order Value . . .	**18,267.20**

Rupees : Eighteen Thousand Two Hundred Sixty Seven and Paise Twenty 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 Maintenance purpose.

Completion Date Nil

For ***Summit Sales LLP***
Authorised Signatory

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

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

Contact - -

Contact - -

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	23-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:15
Supplier		Req. No.	168860
Material required before date:		ID No.	67887

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Whiteners		20	Nos		
2	Higjlighter		20	Nos		
3	File Folder-L		60	Nos		
4	Paper	A3	05	Bundles		
5	Paper	A4	50	Bundles		
6	Punch	16mm	5	Nos		
7	Punch	Big	5	Nos		
8	Fevistick		30	Nos		

79071

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign.& Date	23-07-2021	Sign. & Date	

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

APPROVED BY
23 JUL 2021
SOHAM MODI
MANAGING DIRECTOR