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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/8/21	Prepared by:	HEMENDRA
PO/WO no.	79577	PO / WO Date.	10/8/21
Supplier Name	Venkat Ramana Stationery & B' Wk	PO/WO amount	2,925/-
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	463	11/8/21	2,925/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,925/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	—	—	—	☐ 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:	2,925/-
Amount E – PO / WO value:	2,925/-
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	18/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		APPROVED 16 AUG 2021 MINISH PARIKH MANAGER PROCUREMENT					
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
M.G Road

GSTIN 36ACQFS2044C1Z7

Order No 79577 Date 10/8/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 463 Date 11/8/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pen Parker Black		6	70/-	420				
2	Cutter		10	8/-		80			
3	Folder cover GM		100	5/-		500			
4	Folder cover CK		100	5/-		500			
5	Folder cover		200	5/-		1000			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

CHECKED
SECURITY/SUP.
By: .... Dt: ....

	12% GST	18% GST	0% -5% GST	Amount
Total	420	2080		
SUB Total				
CGST	25.20	187.20		
SGST	25.20	187.20		
Grand Total	470.40	2454.40		2924.80

Rupees...

SUMMIT SALES LLP
IN WARD
No: 83374
Date: 13/8
Sign: ....
R.R. DIST.

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

 10-08-2021 15:38:42

79577
10.08.21 11:15:45

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**	79577	183100
	Doc Date	10-08-2021	
	Quote No	Nil	
	Quote Date	10-08-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7561 - Stationery - other - Pen - NA - pkts *Parker Pen Cartridge-Black (for MD)*	6.00	70.00	0.00	12.00	470.40
2	7519 - Stationery - other - Cutter - NA - nos	10.00	8.00	0.00	18.00	94.40
3	7530 - Stationery - other - Folder cover - NA - nos *GM*	100.00	5.00	0.00	18.00	590.00
4	7530 - Stationery - other - Folder cover - NA - nos *CR*	100.00	5.00	0.00	18.00	590.00
5	7530 - Stationery - other - Folder cover - NA - nos *Folder Covers for office use*	200.00	5.00	0.00	18.00	1,180.00
					Total Order Value . . .	**2,924.80**

Rupees : Two Thousand Nine Hundred Twenty Four and Paise Eighty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 office use 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 : __/__/____

1094

Stationary -
10.03.21 -I .doc

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	10.08.2021
Site & Phase :	Head Office	Time:	12:14 Pm
		Req. No.	183100
Material required before date:		ID No.	68324

No	Description	Size	Quantity	Units	Inward No	Date
1	Parker Pen Cartridge – Black (for MD)		06	Pack's		
2	Pen- Blue		30	No's		
3	Binder Clips	19 mm	02	Box's		
4	Rubber Bands		02	packets		
5	Cutters		10	No's		
6	Scissors		05	No's		
7	Pencils		02	Box's		
8	Paper Tags		100	No's		
9	Folder Cover for GM		100	No's		
10	Folder Covers for CR 79577		100	No's		
11	Folder Covers for Office use		200	No's		
12	Stapler Pins		02	Box's		
13	Staplers		15	No's		
14	CD Marker – Black only		15	No's		

Prepared By	Jai Kumar	Approved by	
Date	10.08.2021	Sign & Date	APPROVED 10 AUG 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 c3olumns.