PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/8/21	Prepared by:	HEMENDRA
PO/WO no.	79576	PO / WO Date.	10/8/21
Supplier Name	Venkatramana stating & B work	PO/WO amount	18,789/-
Firm/Company	SSLLP	Project	810
Sl. No.	Bill No.	Bill Date	Bill amount
1	464	11/8/21	18,743/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,743/-

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:	18,743/-
Amount E – PO / WO value:	18,789/-
Amount F – Difference (A – E): GST-18%	46/-

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

GSTIN 36 ACQFS 2044 C1Z7

Order No 79576/183101 Date 10/8/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 464 Date 11/8/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 Paper	4802	50PM	210	10500			
2	Executive Bond Paper 85GSM	"	5PM	340	1700			
3	ledger Paper	"	5PM	330	1650			
4	A4 Paper 100GSM	"	5PM	340	1700			
5	letter Cash Book	"	25No	45		1125		
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

CHECKED
SECURITY/SUP.
By: .... Dt: 11/8/21

SUMMIT SALES LLP
IN WARD
No. 83375
Date: 13/8
Sign:
R.R. DIST.

Rupees..........

Receiver's Signature & Seal

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	15550	1125		
CGST	933	101.25		
SGST	933	101.25		
Grand Total	17416	1327.5		18743

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 WC

Signature

Purchase Order

 11-08-2021 12:30:52

79576
10.08.21 11:15:45

.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	**Doc No**	79576	183101
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	10-08-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	10-08-2021	
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	50.00	210.00	0.00	12.00	11,760.00
2	7525 - Stationery - other - Executive Bond Paper - NA - bundles *85 GSM*	5.00	340.00	0.00	18.00	2,006.00
3	7542 - Stationery - other - Ledger Paper - NA - bundles *Legal- Green*	5.00	330.00	0.00	12.00	1,848.00
4	7555 - Stationery - other - Paper - A4 - bundles *A4- 100 GSM*	5.00	330.00	0.00	12.00	1,848.00
5	7576 - Stationery - other - Register - other - nos *Cash Books*	25.00	45.00	0.00	18.00	1,327.50
	Total Order Value . . .					**18,789.50**

Rupees : Eighteen Thousand Seven Hundred Eighty Nine and Paise Fifty 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 Site 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 : __/__/____

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Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	10.08.2021
Site & Phase :	Head Office	Time:	12:07 pm
		Req. No.	183101
Material required before date:		ID No.	68325

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles –A4	A4	50	No's		
02	Executive Bond Papers	85 GSM	05	No's		
03	Paper Bundles (A3 100 GSM)	A3- 100GSM	05	No's		
04	Paper Bundles (Legal- Green)	Legal- Green	05	No's		
05	Paper Bundles (A4 100 GSM)	A4- 100GSM	05	No's		
06	Cash Books		25	No's		
	79576					

Remarks:

APPROVED
10 AUG 2021
P. PRABHAKAR
SR. MANAGER PURCHASE

Prepared By	Jai kumar	Approved by	
Date	10.08.2021	Sign. & Date	

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