

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14/8/21		Prepared by: PIEMENDRA	
PO/WO no. 79576		PO / WO Date. 10/8/21	
Supplier Name: Vinod Kumar Saha & B. B. Saha		PO/WO amount: 18,789/-	
Firm/Company: SSLP		Project: HB	
Sl. No.	Bill No.	Bill Date	Bill amount
1	464	14/8/21	18,743/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			18,743/-
Sl. No.	DC No.	DC. Date	MRN No.
1.			
2.			
3.			
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
Sign:			15 AUG 2021
Date			MINISH PARIKH

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

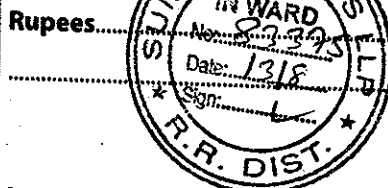
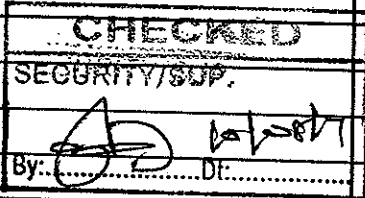
VENKATARAMANA STATIONERY AND BINDING WORKS

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 LLPOrder No 29576/183101 Date 10/8/21Delivery Challan No. [REDACTED] DateGSTIN 36ACQFS2044C127Bill 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	Alu Paper	4802	80PM	210	10500			
2	Executive Bond Paper 85Gsm	u	SPM	340	1700			
3	ledger Paper	u	SPM	330	1650			
4	Alu Paper 100Gsm	u	SPM	340	1700			
5	letter Cash Book	u	25A0	45		1125		
6								
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14								
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17								
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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

Total			
SUB Total	15550	1125	
CGST	933	10125	
SGST	933	10125	
Grand Total	17416	13275	18743

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

Page(s) | Of 1

11-08-2021 12:30:52



79576

Copy

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

10.08.21 11:15:45

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

Doc No	79576	183101
Doc Date	10-08-2021	
Quote No	Nil	
Quote Date	10-08-2021	
SupplyType	Supply	

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

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

Penalty 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

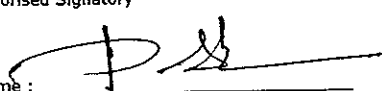
Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 

Name : _____

Date : __/__/__

Contact :-

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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			
9576							
Remarks:							
Prepared By							
Jai kumar		Approved by		18 AUG 2021			
Date		10.08.2021		Sign. & Date		P. PRASHAKAR Sr. Manager Purchase	

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