C (m)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/8/21	Prepared by:	HEMENDRA
PO/WO no.	79583	PO / WO Date.	10/8/21
Supplier Name	Venkataramana stationary & B.Work	PO/WO amount	37,020/-
Firm/Company	SSUP	Project	ShUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	465	10/8/21	36,939/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			36,939/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	465	10/8/21	95063	☑ 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:	36,939/-
Amount E – PO / WO value:	37,020/-
Amount F – Difference (A – E): GST-18%	81/-

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	21/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
18 AUG 2021
MINISH PARIKH
MANAGER PROCUREMENT

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 79583/168910 Date 10/8/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 465 Date 11/8/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box File	4819	30no	90		2700			
2	Epson Ink	8473	20no	560	11200				
3	Use n Throw Pens	9609	500no	3	1500				
4	Permanent marker	11	90no	15	1350				
5	Highlighter	11	30no	15	450				
6	Stapler	8472	20no	35		700			
7	Scale	9016	20no	25		500			
8	Fevistick	3506	30no	18		540			
9	A3 Paper	4802	5pkt	450	2250				
10	A4 Paper	11	50pkt	210	10500				
11	E-Folder	3919	200no	5		1000			
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	27250	5440			
				CGST	1635	489.6			
				SGST	1635	489.6			
				Grand Total	30520	6419.2		36939	20

Rupees...

SUMMIT SALES LLP
INWARD
No: 53365
Date: 13/8
Sign:
R.R. DIST.

INWARD
Inward No: 16794 Dt: 12/8/21
MRN No: 95065 Dt: 12/8/21
Received By: Sign:
SUMMIT SALES LLP

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

Certified by
Stores Manager

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

 10-08-2021 16:50:41

Purchase Order

Origi

79583
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	79583	168910
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	7529 - Stationery - other - File Folders - NA - nos *Rexin File Black*	10.00	90.00	0.00	18.00	1,062.00
2	7529 - Stationery - other - File Folders - NA - nos *Rexin File Red*	10.00	90.00	0.00	18.00	1,062.00
3	7529 - Stationery - other - File Folders - NA - nos *Rexin File Blue*	10.00	90.00	0.00	18.00	1,062.00
4	7558 - Stationery - other - Ink Catridge - NA - nos *Epson ink Bottles*	20.00	560.00	0.00	12.00	12,544.00
5	7560 - Stationery - other - Pen - NA - nos *Ordinary Pens Blue*	300.00	3.00	0.00	12.00	1,008.00
6	7560 - Stationery - other - Pen - NA - nos *Ordinary Pens Red*	100.00	3.00	0.00	12.00	336.00
7	7560 - Stationery - other - Pen - NA - nos *Ordinary Pens Black*	100.00	3.00	0.00	12.00	336.00
8	7544 - Stationery - other - Marker - NA - nos *Blue*	30.00	15.00	0.00	18.00	531.00
9	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	18.00	531.00
10	7544 - Stationery - other - Marker - NA - nos *Red*	30.00	15.00	0.00	18.00	531.00
11	7533 - Stationery - other - Highlighter - NA - nos	30.00	15.00	0.00	12.00	504.00
12	7593 - Stationery - other - Stapler - other - nos *small*	20.00	35.00	0.00	18.00	826.00
13	7583 - Stationery - other - Scale - NA - nos *Plastic*	20.00	25.00	0.00	18.00	590.00
14	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
15	7554 - Stationery - other - Paper - A3 - bundles	5.00	450.00	0.00	12.00	2,520.00
16	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
17	7529 - Stationery - other - File Folders - NA - nos *Blue -A4*	200.00	5.00	0.00	18.00	1,180.00
	Rupees : Thirty Seven Thousand Twenty and Paise Twenty Only.			**Total Order Value . . .**		**37,020.20**

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

 10-08-2021 16:50:41

Purchase Order

Original / Office Copy / Purchase Div.Copy

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

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	Date:	07-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	02:00PM
Supplier		Req. No.	168910
Material required before date:		ID No.	68333

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Rexin File Black	90+10	10	Nos		
2	Rexin File Red		10	Nos		
3	Rexin File Blue		10	Nos		
4	Epson ink bottle		20	Nos		
5	Ordinary Pens-Blue		300	Nos		
6	Ordinary Pens-Red		100	Nos		
7	Ordinary Pens-Black		100	Nos		
8	Permanent Marker-Blue		30	Nos		
9	Permanent Marker-Black	79583	30	Nos		
10	Permanent Marker-Red		30	Nos		
11	Highlighter		30	Nos		
12	Stapler	Small	20	Nos		
13	Plastic Scales		20	Nos		
14	Fevistick		30	Nos		
15	Paper	A3	05	Bundles		
16	Paper	A4	50	Bundles		
17	File Folder- Blue	A4	200	Nos		

Remarks:For Stock Maintenance Purpose.

Prepared By	Bhavani		
Sign.& Date	07-08-2021	Sign. & Date	

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

APPROVED BY
09 AUG 2021
SOHAM MODI
MANAGING DIRECTOR