

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/8/21		Prepared by: ME MENARA	
PO/WO no. 79248		PO / WO Date. 2/8/21	
Supplier Name Venkateswara slaty & B. Wink		PO/WO amount 21,404/-	
Firm/Company SCLUP		Project SCLUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	469	12/8/21	21,386/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			21,386/-
Sl. No.	DC No.	DC. Date	MRN No.
1.	469	12/8/21	95061
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:			21,386/-
Amount E - PO / WO value:			21,404/-
Amount F - Difference (A - E): GST-18%			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. <u>6</u> ☐ No	
Payment - due date		20/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
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

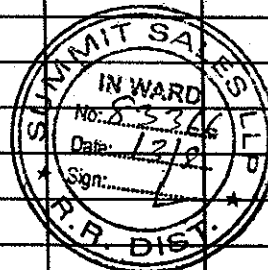
VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 79248/16884 Date 2/8/2021Delivery Challan No [REDACTED] DateGSTIN 36ACQPS2044C127Bill No. 2021-22 469 Date 12/8/2021

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Permanent marker ✓	9609	20nos	15	300				
2	high lighter ✓	u	20nos	15	300				
3	A4 Paper ✓	4802	50nos	210	10500				
4	Binder clips 19 mm ✓	9016	24nos	24		576			
5	" 25 mm ✓	u	24nos	36		864			
6	" 32 mm ✓	u	24nos	40		960			
7	Scale ✓	u	20nos	25		500			
8	CD marker ✓	9609	50nos	15	750				
9	Stapler HP45 ✓	8472	5nos	180		900			
10	stapler 2010 ✓	u	20nos	35		700			
11	Waterproof Pens ✓	9609	300nos	3	900				
12	Cello Pens ✓	u	100nos	5.50	550				
13	E Folders ✓	3919	20nos	5		1000			
14									
15									
16									
17									
18									
19									
20									



Rupees

INWARD	
Inward No: <u>16793</u>	Di: <u>12/8/21</u>
MRN No: <u>95061</u>	Di: <u>12/8/21</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
SUMMIT SALES LLP	

Total

SUB Total

CGST

SGST

Grand Total

13300

5500

798

495

798

495

14896

6490

21386

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: [Signature]

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature [Signature]

Purchase Order

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02-08-2021 10:58:04 AM



79248

31.07.21 2:16:54

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	79248	168884
Doc Date	02-08-2021	
Quote No	Nil	
Quote Date	01-05-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

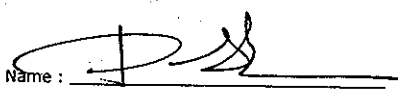
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7544 - Stationery - other - Marker - NA - nos Blue	20.00	15.00	0.00	18.00	354.00
2 7533 - Stationery - other - Highlighter - NA - nos	20.00	15.00	0.00	12.00	336.00
3 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
4 7505 - Stationery - other - Binder Clips - other - boxes 19mm	24.00	24.00	0.00	18.00	679.68
5 7505 - Stationery - other - Binder Clips - other - boxes 25mm	24.00	36.00	0.00	18.00	1,019.52
6 7505 - Stationery - other - Binder Clips - other - boxes 32mm	24.00	40.00	0.00	18.00	1,132.80
7 7583 - Stationery - other - Scale - NA - nos	20.00	25.00	0.00	18.00	590.00
8 7512 - Stationery - other - CD Marker - NA - nos Blue	20.00	15.00	0.00	12.00	336.00
9 7512 - Stationery - other - CD Marker - NA - nos Black	10.00	15.00	0.00	12.00	168.00
10 7512 - Stationery - other - CD Marker - NA - nos Red	10.00	15.00	0.00	12.00	168.00
11 7512 - Stationery - other - CD Marker - NA - nos Green	10.00	15.00	0.00	12.00	168.00
12 7593 - Stationery - other - Stapler - other - nos Big	5.00	180.00	0.00	18.00	1,062.00
13 7593 - Stationery - other - Stapler - other - nos Small	20.00	35.00	0.00	18.00	826.00
14 7560 - Stationery - other - Pen - NA - nos Blue Ordinary	200.00	3.00	0.00	12.00	672.00
15 7560 - Stationery - other - Pen - NA - nos Red Ordinary	100.00	3.00	0.00	12.00	336.00
16 7560 - Stationery - other - Pen - NA - nos Cello Blue	100.00	5.50	0.00	12.00	616.00
17 7529 - Stationery - other - File Folders - NA - nos Blue	200.00	5.00	0.00	18.00	1,180.00
Total Order Value . . .					21,404.00

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

02-08-2021 10:58:04 AM

Original / Office Copy / Purchase Div.Copy

Rupees : Twenty One Thousand Four Hundred Four 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
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



Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

1530

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		30-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		10:00AM	
Supplier				Req. No.		168884	
Material required before date:				ID No.		68048	

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Teflon Tapes		500	Nos		
2	Gova Rope		30	Bundles		
3	Plastic Blue Sheet	12x18	2160	sft		
4	Blue Sheet	24x18	4320	sft		
5	Car		30	Nos		
6	Dolls		30	Nos		
7	Spade With Handle		20	Nos		
8	Safety Belt 1/2 Body		30	Nos		
9	Permanent Marker- Blue		20	Nos		
10	Highlighter		20	Nos		
11	Paper	A4	50	Bundles		
12	Binder Clips	19mm	24	Nos		
13	Binder Clips	25mm	24	Nos		
14	Binder Clips	32mm	24	Nos		
15	Plastic Scale		20	Nos		
16	CD Marker- Blue		20	Nos		
17	CD Marker-Black		10	Nos		
18	CD Marker-Red		10	Nos		
19	CD Marker-Green		10	Nos		
20	Stapler	Big	5	Nos		
21	Stapler	Small	20	Nos		
22	Safety Indication Ribbon		10	Nos		
23	Blue Pens-Ordinary		200	Nos		
24	Red Pens-Ordinary		100	Nos		
25	Cello Pens-Blue		100	Nos		

APPROVED BY
31 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

79248

1550

26	File Folders-Blue		200	Nos		
Remarks: For Stock maintenance Purpose						
Prepared By		Bhavani				
Sign. & Date		30-07-2021		Sign. & Date		

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

✓

APPROVED BY
31 JUL 2021
SOHAM MODI MANAGING DIRECTOR