① mr

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/8/21	Prepared by:	HEMENDRA
PO/WO no.	79721	PO / WO Date.	17/8/21
Supplier Name	Venkatramana Stationary & B. WNG	PO/WO amount	15,724/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	487	19/8/21	15,324/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,324/-

Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.	487	19/8/21	95357	☑ 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:	
Amount E – PO / WO value:	15,324/-
Amount F – Difference (A – E): GST-18%	15,724/-
	400/-

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	31/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 24 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 79721 Date
Delivery Challan No [redacted] Date
Bill No. 2021-22 487 Date 19/08/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A/4 xero paper		50	210	10500			
2	Pencil		10	40	400			
3	Box files Black		12	90		1080		
4	Box files		50	38		1900		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
	Total							
	SUB Total				10900	2980		
	CGST				654	268.20		
	SGST				654	268.20		
	Grand Total				11808 / 12208	3516.40		15324.40 / 15724/44

Certified by:

Stores Manager

Rupees.........

INWARD
Inward No: 6836 Dt: 20/8/21
MRN No: 95352 Dt: 20/8/21
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

SUMMIT SALES LLP R'BAD ST.
IN WARD No: 83641 Date: 23/8 Sign:

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

 17-08-2021 11:47:31

79721
12.08.21 2:08:30

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**	79721	168935
	Doc Date	17-08-2021	
	Quote No	Nil	
	Quote Date	17-08-2021	
	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	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
3	7507 - Stationery - other - Box file - Big - nos *Rexin File-Black*	12.00	90.00	0.00	18.00	1,274.40
4	7507 - Stationery - other - Box file - Big - nos	50.00	38.00	0.00	18.00	2,242.00
	Total Order Value . . .					**15,724.40**

Rupees : Fifteen Thousand Seven Hundred Twenty Four and Paise Fourty 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
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 : __/__/____

1124

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168935
Material required before date:		ID No.	68501

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4	50	Bundles		
2	Pencil Box 79721		10	Nos		
3	Rexin Box File-Black		12	Nos		
4	Box File	Big	50	Nos		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	13-08-2021	Sign. & Date	16 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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