

PURCHASE DIVISION
Advice for approval for credit to supplier

① (m)

Date: 24/8/21		Prepared by: MEMEN	
PO/WO no. 79721		PO / WO Date. 17/8/21	
Supplier Name Vinikumar Singh & B. W.		PO/WO amount 15,724/-	
Firm/Company 5544		Project SKUP	
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.
1.	487	19/8/21	95357
2.			
3.			
DC matches MRN ☐ Yes ☐ No ☐ Yes ☐ No ☐ 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/-			
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / FDC given (deduct when paying)		☐ Yes - Rs. <u>6</u> ☐ No	
Payment - due date		30/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Requesting Manager
Sign:			
Date			
MD Accounts - receiver of bill Accountant Accounts Manager			

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 79721

Date

Delivery Challan No [REDACTED]

Date

GSTIN 36 ACQPS 2044 C1Z7

Bill No. 2021-22

487Date 19/08/21

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 xerox paper ✓		50	210	10500			
2	penner ✓		10m	40	400			
3	Box files Black ✓		120	90		1080		
4	Box files ✓		50m	38		1900		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Certified by:

Stores Manager

INWARD

Inward No: <u>16836</u>	Dt: <u>20/8/21</u>	Total
MRN No: <u>95352</u>	Dt: <u>20/8/21</u>	SUB Total
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>	CGST
SUMMIT SALES LLP		SGST

Rupees

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

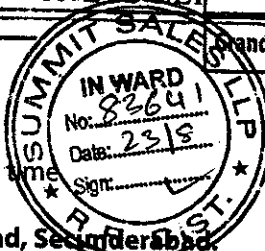
Goods once sold will not be taken back

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



For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature [Signature]

Purchase Order

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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.					

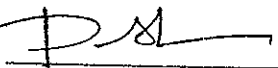
Terms and Conditions :-

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
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 : __/__/__

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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					
Sign. & Date		13-08-2021		Sign. & Date			

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

