PURCHASE DIVISION
Advice for approval for credit to supplier

①

Date:	2/9/21	Prepared by:	Deepa
PO/WO no.	79933	PO / WO Date.	24/8/21
Supplier Name	Venkatramana stationery & binding works	PO/WO amount	19,099/-
Firm/Company	Summit sales LLP	Project	Summit Housing LLP
Sl. No.		Bill Date	Bill amount
1.	510	30/8/21	19009.60
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19009.60

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	95687	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	19009.60
Amount E – PO / WO value:	19099/-
Amount F – Difference (A – E):	

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	6/9/21
Remarks:	Final Bill – ✓

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 03 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	2/9/21						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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 > 9933/168950 Date 24/8/21

Delivery Challan No 1414 Date

Bill No. 2021-22 510 Date 30/8/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Rins Binder A/3	✓	24 nos	180		4320			
2	Markers	✓	100 nos	15	1500				
3	Scissors	✓	10 nos	40		400			
4	A/4 Xero paper	✓	50 pkt	210	10500				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	12000	4720			
				CGST	720	424.80			
				SGST	720	424.80			
				Grand Total	13440	5569.60		19009	60

Certified by:
Stores Manager

Rupees..........

INWARD
Inward No: 16881 Dt: 20/8/21
MRN No: 95687 Dt: 30/8/21
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

SUMMIT SALES LLP ... DIST.
INWARD No: 83956 Date: 1/9 Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 24-08-2021 11:52:00

79933
13.08.21 2:26:19

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	**Doc No**	79933	168950
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	24-08-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	01-08-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7578 - Stationery - other - Ring Binder - other - nos *A3*	24.00	180.00	0.00	18.00	5,097.60
2	7544 - Stationery - other - Marker - NA - nos *Blqck*	30.00	15.00	0.00	18.00	531.00
3	7544 - Stationery - other - Marker - NA - nos *Green*	30.00	15.00	0.00	18.00	531.00
4	7544 - Stationery - other - Marker - NA - nos *Blue*	20.00	15.00	0.00	18.00	354.00
5	7544 - Stationery - other - Marker - NA - nos *Red*	20.00	15.00	0.00	18.00	354.00
6	9561 - Tools - Scissors - other - nos	10.00	40.00	0.00	18.00	472.00
7	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
					Total Order Value . . .	**19,099.60**

Rupees : Ninteen Thousand Ninty Nine and Paise Sixty 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 Stock maintenance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Contact : --

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168950
Material required before date:		ID No.	68637

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Ring Binder	A3	24	Nos		
2	Marker Pens-Black		30	Nos		
3	Marker Pens-Green		30	Nos		
4	Marker Pens-Blue 79933		20	Nos		
5	Marker Pens-Red		20	Nos		
6	Scissors		10	Nos		
7	Paper Bundles	A4	50	Nos		
8	Crowbars		5	Nos		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign.& Date	19-08-2021	Sign. & Date	

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

APPROVED BY
21 AUG 2021
SOHAM MODI
MANAGING DIRECTOR