PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/9/21	Prepared by: Hendra	HEMENDRA
PO/WO no.	80144	PO / WO Date.	3/8/21
Supplier Name Firm/Company	Venkataramana Stalting & BI Wrk	PO/WO amount	24,269/-
	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	541	7/9/21	24,724/-
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 24,724/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	—	—	96144	☑ 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:	24,724/-
Amount E – PO / WO value:	24,269/-
Amount F – Difference (A – E): GST-18%	455/-

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	18/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date			14 SEP 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 80144/168966 Date 30/8/21

Delivery Challan No Date

Bill No. 2021-22 541 Date 7/9/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	markers	9609	150no	15	2250			
2	CD markers	"	110no	15	1650			
3	A4 Paper	4802	50pkt	210	10500			
4	Plastic Card	3919	300no	5		1500		
5	Key chain Rings	7326	500no	5		2500		
6	A3 Folders	3919	300no	5		1500		
7	A4 folders	"	300no	5		1500		
8	Pen	9609	100no	3	300			
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total	14700	7000		
				CGST	882	630		
				SGST	882	630		
				Grand Total	16464	8260		24724-00

Rupees..........

INWARD
Inward No: 6934 Dt: 7/9/21
MRN No: 96144 Dt: 11/9/21
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

SUMMIT SALES LLP INWARD No. 84333 Date: 12/9 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

 06-09-2021 14:43:40

80144
27.08.21 3:31:35

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	80144	168966
Doc Date	30-08-2021	
Quote No	Nil	
Quote Date	30-08-2021	
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*	30.00	15.00	0.00	18.00	531.00
2	7544 - Stationery - other - Marker - NA - nos *Black*	40.00	15.00	0.00	18.00	708.00
3	7544 - Stationery - other - Marker - NA - nos *Red*	40.00	15.00	0.00	18.00	708.00
4	7544 - Stationery - other - Marker - NA - nos *Green*	40.00	15.00	0.00	18.00	708.00
5	7512 - Stationery - other - CD Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
6	7512 - Stationery - other - CD Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
7	7512 - Stationery - other - CD Marker - NA - nos *Red*	30.00	15.00	0.00	12.00	504.00
8	7512 - Stationery - other - CD Marker - NA - nos *Green*	20.00	15.00	0.00	12.00	336.00
9	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
10	6100 - Miscellaneous - Plastic Cards - Others - nos	300.00	5.00	0.00	18.00	1,770.00
11	4036 - Consumables - Keychain rings - NA - nos	500.00	4.00	0.00	18.00	2,360.00
12	7529 - Stationery - other - File Folders - NA - nos *A3*	300.00	5.00	0.00	18.00	1,770.00
13	7529 - Stationery - other - File Folders - NA - nos *A4*	300.00	5.00	0.00	18.00	1,770.00
14	7560 - Stationery - other - Pen - NA - nos *Oridinary Blue*	100.00	3.00	0.00	12.00	336.00
					Total Order Value . . .	**24,269.00**

Rupees : Twenty Four Thousand Two Hundred Sixty Nine Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

For ***Summit Sales LLP***
Authorised Signatory

06/09/2021

Name : ____________

Contact

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Purchase Order

 06-09-2021 14:46:40

Original / Office Copy / Purchase Div.Copy

Delivary Date	Next Day.
Delivary Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9613244433, Hamendra
Penality For Delay	Nil
Transportation Cost	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
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 06/09/2021

Contact

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

1180

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168966
Material required before date:		ID No.	68870

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Permanent Marker-Blue		30	Nos		
2	Permanent Marker-Black		40	Nos		
3	Permanent Marker-Red		40	Nos		
4	Permanent Marker-Green		40	Nos		
5	CD Marker-Blue		30	Nos		
6	CD Marker-Black		30	Nos		
7	CD Marker-Red 80144		30	Nos		
8	CD Marker-Green		20	Nos		
9	Plastic Cards		300	Nos		
10	Key Chain Rings		500	Nos		
11	File Folder	A3	300	Nos		
12	File Folder	A4	300	Nos		
13	Blue Pens-Ordinary		100	Nos		
14	Paper	A4	50	Bundles		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani	APPROVED	APPROVED BY
Sign.& Date	27-08-2021	31 AUG 2021 Sign. & Date	28 AUG 2021

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

P. PRABHAKAR
Sr. MANAGER PURCHASE

SOHAM MODI
MANAGING DIRECTOR