E 4/10 M

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/9/21	Prepared by:	Hema
PO/WO no.	80853	PO / WO Date.	22/9/21
Supplier Name	Venkatramana steling & B' Work	PO/WO amount	41,147/-
Firm/Company	SSKP	Project	SSKP
Sl. No.	Bill No.	Bill Date	Bill amount
1	610	24/9/21	41,708/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			41,708/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	96840	☑ 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:	41,708/-
Amount E – PO / WO value:	41,147/-
Amount F – Difference (A – E): GST-18%	561/-

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	7/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 01 SEP 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 36ACQFS2044C1Z7

Order No 80853|169023 Date 22|9|21

Delivery Challan No Date

Bill No. 2021-22 610 Date 24|9|2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	S.S pens	9609	300no	3	900				
2	Marker pen	"	100no	15	1500				
3	Stapler	8372	30no	35		1050			
4	Stapler HP45	"	10no	180		1800			
5	Pencil	9608	10pkt	40	400				
6	Calculator	8470	10no	150		1500			
7	A4 Paper	4802	50pkt	210	10500				
8	Ring Binder	4819	24no	180		4320			
9	Binder Clips 19mm	7317	60	22		1320			
10	" 25 mm	"	24	38		912			
11	" 32 mm	"	12	40		480			
12	File folders	3926	200	5		1000			
13	A4 Project folders	"	200	5		1000			
14	A3 " "	"	500	5		2500			
15	mouse		10no	290		2900			
16	Box File	4819	50no	38		1900			
17	Cello Tape 1"inch	3926	24no	15		360			
18	" " 2"inch	"	24no	35		840			
19	Brown Tape 2"inch	"	24no	35		840			
20									
				Total					
				SUB Total	13300	22722			
				CGST	798	2044.98			
				SGST	798	2044.98			
				Grand Total	14896	26811.96		41707	96

Rupees............

INWARD
Inward No: 17024 Dt: 24|9|21
MRN No: 96840 Dt: 25|9|21
Received By: Sign:

Receiver's Signature & Seal SUMMIT SALES LLP

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: 85023 Date: 26|9

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 22-09-2021 16:35:42

80853
18.09.21 11:28:02

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.	**Doc No**	80853 169023
	Doc Date	22-09-2021
	Quote No	NILL
GSTIN 36AEJPP5811M1Z2	**Quote Date**	22-09-2021
27842572 9849360076	**SupplyType**	Supply

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	12.00	672.00
2	7560 - Stationery - other - Pen - NA - nos *Black*	100.00	3.00	0.00	12.00	336.00
3	7544 - Stationery - other - Marker - NA - nos *Black*	40.00	15.00	0.00	18.00	708.00
4	7544 - Stationery - other - Marker - NA - nos *Blue*	40.00	15.00	0.00	18.00	708.00
5	7544 - Stationery - other - Marker - NA - nos *Red*	20.00	15.00	0.00	18.00	354.00
6	7593 - Stationery - other - Stapler - other - nos *Small*	30.00	35.00	0.00	18.00	1,239.00
7	7593 - Stationery - other - Stapler - other - nos *Big*	10.00	180.00	0.00	18.00	2,124.00
8	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
9	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
10	7555 - Stationery - other - Paper - A4 - bundles *A4*	50.00	210.00	0.00	12.00	11,760.00
11	7578 - Stationery - other - Ring Binder - other - nos *A3*	24.00	180.00	0.00	18.00	5,097.60
12	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	60.00	22.00	0.00	18.00	1,557.60
13	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	24.00	38.00	0.00	18.00	1,076.16
14	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	12.00	40.00	0.00	18.00	566.40
15	7529 - Stationery - other - File Folders - NA - nos *A4*	200.00	5.00	0.00	18.00	1,180.00
16	7571 - Stationery - other - Projects folder - NA - nos *A4*	200.00	5.00	0.00	18.00	1,180.00
17	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
18	3516 - Computers and Peripherals - Mouse - NA - nos	10.00	290.00	0.00	18.00	3,422.00

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________

Date : __/__/____

Purchase Order

19	7507 - Stationery - other - Box file - Big - nos *Big*	50.00	38.00	0.00	18.00	2,242.00
20	7513 - Stationery - other - Cello Tape - 1 In - nos *1"*	24.00	15.00	0.00	18.00	424.80
21	7514 - Stationery - other - Cello Tape - other - nos *2"*	24.00	35.00	0.00	18.00	991.20
22	7514 - Stationery - other - Cello Tape - other - nos *Brown 2"*	24.00	? 12.00	0.00	18.00	339.84
					Total Order Value . . .	**41,146.60**

Rupees : Fourty One Thousand One Hundred Fourty Six 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
Remarks	.

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

1202

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169023
Material required before date:		ID No.	69544.

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Ordinary Blue Pens		200	Nos		
2	Ordinary Black Pens		100	Nos		
3	Marker Black		40	Nos		
4	Marker Blue		40	Nos		
5	Marker Red		20	Nos		
6	Stapler	Small	30	Nos		
7	Stapler	Big	10	Nos		
8	Pencil Box		10	Nos		
9	Calculator		10	Nos		
10	Paper Bundles	A4	50	Nos		
11	Ring Binder	A3	24	Nos		
12	Binder Clips	19mm	60	Nos		
13	Binder Clips	25mm	24	Nos		
14	Binder Clips	32mm	12	Nos		
15	File Folders Blue	A4	200	Nos		
16	Project Folders	A4	200	Nos		
17	Project Folders	A3	500	Nos		
18	Mouse		10	Nos		
19	Box File	Big	50	Nos		
20	Cello Tape	1"	24	Nos		
21	Cello Tape	2"	24	Nos		
22	Brown Tape	2"	24	Nos		
23	Recron		400	Nos		
24	Mopping Cloth		120	Nos		
25	Yellow Cloth		120	Nos		

Remarks:For Stock Replenishing Purpose

APPROVED BY
20 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

Prepared By	Bhavani		
Sign.& Date	17-09-2021	Sign. & Date	APPROVED BY

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

APPROVED BY
20 SEP 2021
SOHAM MODI
MANAGING DIRECTOR