

PURCHASE DIVISION
Advice for approval for credit to supplier

④ 4/110
M

Date: 30/9/21		Prepared by: Hc-ha	
PO/WO no. 80853		PO / WO Date. 22/9/21	
Supplier Name: Ventilation and slabs & R work		PO/WO amount 41,148/-	
Firm/Company: SSKP		Project: skw	
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.
1.	-	-	96840
2.			
3.			
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:			41,148/-
Amount F – Difference (A – E): GST-18%			560/-
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			
Remarks:			
Approved by	Purchase Officer	Purchase Manager	MD
Sign:			
Date			

APPROVED
01 SEP 2021
MANISH PARKH
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: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

Order No 80853/169025

Date 22/9/21

Delivery Challan No

Date

GSTIN 36ACQFS2044C127

Bill No. 2021-22 610

Date 24/9/2021

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	S.S pens ✓	9609	3000	3	900			
2	Marker pen ✓	11	1000	15	1500			
3	Stapler ✓	8372	3000	35		1050		
4	Stapler HP45 ✓	11	1000	180		1800		
5	Pencil ✓	9608	1000	40	400			
6	Calculator ✓	8470	1000	150		1500		
7	A4 Paper ✓	4802	5000	210	10500			
8	Ring Binder ✓	4814	2400	180		4320		
9	Binder Clips 19mm ✓	7317	60	22		1320		
10	" 25mm ✓	"	24	38		912		
11	" 32mm ✓	"	12	40		480		
12	File folders ✓	3926	200	5		1000		
13	A4 Project folders ✓	"	200	5		1000		
14	A3 " " ✓	"	500	5		2500		
15	mouse ✓		1000	290		2900		
16	Box file ✓	4814	5000	38		1900		
17	Cello Tape 1" inch ✓	3926	2400	15		360		
18	" " 2" inch ✓	"	2400	35		840		
19	Brown Tape 2" inch ✓	"	2400	35		840		
20								

Rupees.....	INWARD	Total		
Inward No: <u>17024</u>	Dt: <u>24/9/21</u>	Sub Total	13300	22722
MRN No: <u>96840</u>	Dt: <u>25/9/21</u>	CST	798	2044.98
Received By: <u>84</u>	Sign: <u>84</u>	SGST	798	2044.98
Receiver's Signature & Seal <u>SUMMIT SALES LLP</u>		Grand Total	14896	26811.96
				41702.96

GSTIN: 36AEJPP5811M122

Terms & Conditions

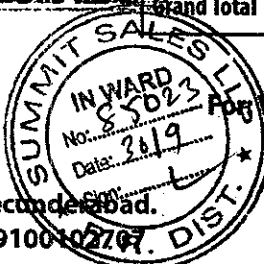
Goods once sold will not be taken back

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



VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order



80853

18.09.21 11:28:02

Page(s) 1 Of 2

22-09-2021 16:35:42

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C127

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	80853	169023
Doc Date	22-09-2021	
Quote No	NILL	
Quote Date	22-09-2021	
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

Page(s) 2 Of 2

22-09-2021 16:35:42

Original / Office Copy / Purchase Div.Copy

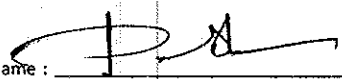
19	7507 - Stationery - other - Box file - Big - nos Big	50.00	38.00	0.00	18.00	2,242.00
20	7513 - Stationery - other - Cello Tape - 1 In - nos 1"	24.00	15.00	0.00	18.00	424.80
21	7514 - Stationery - other - Cello Tape - other - nos 2"	24.00	35.00	0.00	18.00	991.20
22	7514 - Stationery - other - Cello 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
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 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		APPROVED BY 20 SEP 2021 ✓ SOHAM MODI MANAGING DIRECTOR
Sign. & Date	17-09-2021	Sign. & Date	

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