

PURCHASE DIVISION
Advice for approval for credit to supplier

(2) (M)

Date: 21/10/21		Prepared by: Snehg	
PO/WO no. 81166		PO / WO Date. 29/9/21	
Supplier Name Venkatramana Stationery		PO/WO amount 10,080/-	
Firm/Company SSKP		Project H.O	
Sl. No.	Bill No.	Bill Date	Bill amount
1	645	4/10/21	10,080/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,080/-
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN
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:			10,080/-
Amount E – PO / WO value:			10,080/-
Amount F – Difference (A – E): GST-18%			/
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		25/10/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Snehg		28 OCT 2021
Date	21/10/21		MANISH PARIKH

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

M.G. Road. Sec 2

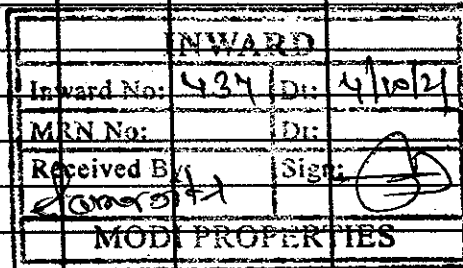
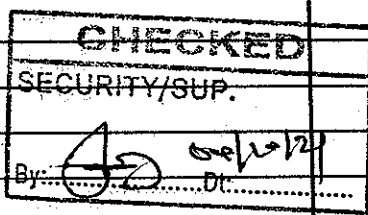
GSTIN 36CDFS2044C1Z7

Order No 81166 Date 29/9/21

Delivery Challan No _____ Date _____

Bill No. 2021-22 645 Date 4/10/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Box file Big		100	38		3800-00		
2	Box file small		50	36		1800-00		
3	Alk Paly 100 Psm		5	290	1450-00			
4	Ledger Pals		5	330	1650-00			
5								
6								
7								
8								
9	Material sealed							
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees 10080-00

Total

SUB Total 3100-00 5600-00

CGST 186-00 504-00

SGST 186-00 504-00

Grand Total 3272-00 6608-00 10080-00

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

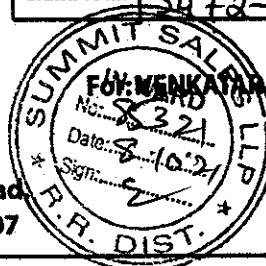
Goods once sold will not be taken back

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



Signature [Signature]

Purchase Order

Page(s) 1 Of 1

30-09-2021 15:36:09

Original / Off



81166

27.09.21 3:10:20

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

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

Doc No	81166	183211
Doc Date	29-09-2021	
Quote No	Nil	
Quote Date	29-09-2021	
SupplyType	Supply	

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7507 - Stationery - other - Box file - Big - nos	100.00	38.00	0.00	18.00	4,484.00
2 7508 - Stationery - other - Box file - small - nos	50.00	36.00	0.00	18.00	2,124.00
3 7555 - Stationery - other - Paper - A4 - bundles A4 (100 GSM)	5.00	290.00	0.00	12.00	1,624.00
4 7542 - Stationery - other - Ledger Paper - NA - bundles Legal green	5.00	330.00	0.00	12.00	1,848.00
Total Order Value . . .					10,080.00

Rupees : Ten Thousand Eighty 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

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

Contact - -

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

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APPROVED
29 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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