PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/10/21	Prepared by:	Sneha
PO/WO no.	81166	PO / WO Date.	29/9/21
Supplier Name	Venkatramana Stationers	PO/WO amount	10,080/-
Firm/Company	SSLLP Binding works	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.	DC matches MRN
1.	–	–	–	☐ 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:	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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha		APPROVED 28 OCT 2021 MANISH PARIKH MANAGER PROCUREMENT				
Date	21/10/21						

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. 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/-

<u>**TAX INVOICE**</u>

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
MG Road. sec'bad
GSTIN 36COFS2044C1Z7

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	A4 Paper 100 Gsm		5	290/	1450-00			
4	Ledger Paper		5	330/	1650-			
5								
6								
7								
8								
9	Material received							
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

CHECKED
SECURITY/SUP.
By: Dt: 6/10/21

INWARD
Inward No: 434 Dt: 4/10/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees 10,080-00

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	3100-	5600-00		
CGST	186-	504-00		
SGST	186-	504-00		
Grand Total	3472-00	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

SUMMIT SALES LLP R.R. DIST.
INWARD No: 8321 Date: 8-10-21 Sign:

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 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.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	81166	183211
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	29-09-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-09-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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

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 Site use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks .

For *Summit Sales LLP*
Authorised Signatory

Name :

Contact - -

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

Name : ______________

Date : __/__/____

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Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	28.09.2021
Site & Phase :	Head Office	Time:	10:49 pm
		Req. No.	183211
Material required before date:		ID No.	69811

No	Description	Size	Quantity	Units	Inward No	Date
01	A3- Paper Bundles 100 GSM	A3(100 GSM)	05	No's		
02	A3- Paper Bundles 75 GSM	A3(75 GSM)	05	No's		
03	A4- Paper Bundles 100 GSM 81166	A4(100 GSM)	05	No's		
04	Paper Bundles – Legal green	Legal- Green	05	No's		
05	Box Files	BIG	100	No's		
06	Box Files	Small	50	No's		

Remarks:

Prepared By	Jai kumar	Approved by	
Date	28.09.2021	Sign & Date	

APPROVED
29 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 c3olumns.