# PURCHASE DIVISION

## Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 25/10/21 | Prepared by: | |
| PO/WO no. | 81644 | PO / WO Date. | 12/10/21 |
| Supplier Name | Venkatramana stationary | PO/WO amount | 29,572/- 29,572/- |
| Firm/Company | | Project | SS LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 690 | 19/10/21 | 29,574/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 29,574/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | 98042 | ☑ 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: | | | | 29,574/- |
| Amount E – PO / WO value: | | | | 29,574/- |
| 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 | 2/11/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 25 OCT 2021 MANISH 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 36 ACQFS 2044 C1Z7

Order No 8644/169093 Date 12/10/21
Delivery Challan No Date
Bill No. 2021-22 690 Date 19/10/21

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. Ps. |
|---|---|---|---|---|---|---|---|---|
| 1 | projects Folders | | 500nos | 5 | | 2500 | | |
| 2 | 'L' Files Folders | | 200nos | 10 | | 2000 | | |
| 3 | Markers pens | | 100nos | 15 | | 1500 | | |
| 4 | Pencil | | 10pkt | 40 | 400 | 000 | | |
| 5 | A4 Xerox Paper | | 80pkt | 210 | 16800 | | | |
| 6 | A3 Xerox Paper | | 5pkt | 450 | 2250 | | | |
| 7 | Pens (Blue & Black) | | 200nos | 3 | | 600 | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| | | | | Total | | | | |
| | | | | SUB Total | 19450 | 6600 | | |
| | | | | CGST | 1167 | 594 | | |
| | | | | SGST | 1167 | 594 | | |
| | | | | Grand Total | 21784 | 7788 | | 29572.00 |

INWARD
Inward No: 12124 Dt: 20-10-21
MRN No: 98042 Dt: 20/10/21
Received By: Sign:
SUMMIT SALES LLP

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

SUMMIT SALES LLP
IN WARD
No: 35825
Date: 22.10.21
Sign:
R.R. DIST.

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**

**For: VENKATARAMANA STATIONERY AND BINDING WORKS**

Signature

# Purchase Order

 18-10-2021 15:55:33

81644
18.10.21 2:04:47

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** | 81644 | 169093 |
| **Doc Date** | 12-10-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 12-10-2021 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7571 - Stationery - other - Projects folder - NA - nos *A3* | 500.00 | 5.00 | 0.00 | 18.00 | 2,950.00 |
| 2 | 7538 - Stationery - other - L - File Folders - NA - nos | 200.00 | 10.00 | 0.00 | 18.00 | 2,360.00 |
| 3 | 7544 - Stationery - other - Marker - NA - nos *Black* | 50.00 | 15.00 | 0.00 | 18.00 | 885.00 |
| 4 | 7544 - Stationery - other - Marker - NA - nos *Blue* | 20.00 | 15.00 | 0.00 | 18.00 | 354.00 |
| 5 | 7544 - Stationery - other - Marker - NA - nos *Red* | 30.00 | 15.00 | 0.00 | 18.00 | 531.00 |
| 6 | 7563 - Stationery - other - Pencil - NA - boxes | 10.00 | 40.00 | 0.00 | 12.00 | 448.00 |
| 7 | 7555 - Stationery - other - Paper - A4 - bundles | 80.00 | 210.00 | 0.00 | 12.00 | 18,816.00 |
| 8 | 7554 - Stationery - other - Paper - A3 - bundles | 5.00 | 450.00 | 0.00 | 12.00 | 2,520.00 |
| 9 | 7560 - Stationery - other - Pen - NA - nos *Ordinary Blue* | 100.00 | 3.00 | 0.00 | 18.00 | 354.00 |
| 10 | 7560 - Stationery - other - Pen - NA - nos *Ordinary Black* | 100.00 | 3.00 | 0.00 | 18.00 | 354.00 |
| | | | | | **Total Order Value . . .** | **29,572.00** |

Rupees : Twenty Nine Thousand Five Hundred Seventy Two 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 |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ________________ Name : ________________ Date : __/__/____

Contact : -

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## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 08-10-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| Supplier | | Req. No. | 169093 |
| Material required before date: | | ID No. | 70254 |

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Project Folders | A3 | 500 | Nos | | |
| 2 | L File Folder | | 200 | Nos | | |
| 3 | Marker Pens | | 50 | Nos | | |
| 4 | Blue Marker Pens | | 20 | Nos | | |
| 5 | Red Marker Pens 81644 | | 30 | Nos | | |
| 6 | Pencil Box | | 10 | Nos | | |
| 7 | Paper Bundles | A4 | 80 | Nos | | |
| 8 | Paper Bundles | A3 | 75 05 | Nos | | |
| 9 | Blue Pens-Ordinary | | 100 | Nos | | |
| 10 | Black Pens-Ordinary | | 100 | Nos | | |

| | | | |
|---|---|---|---|
| Remarks:For Stock Replenishing Purpose | | | |
| Prepared By | Bhavani | | APPROVED BY |
| Sign.& Date | 08-10-2021 | Sign. & Date | 11 OCT 2021 |

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

APPROVED BY
11 OCT 2021
SOHAM MODI
MANAGING DIRECTOR