PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/10/21	Prepared by:	Handa
PO/WO no.	82065	PO / WO Date.	26/10/21
~~Supplier Name~~	Venkatrama steel fixing & R-work	PO/WO amount	43,790/-
Firm/Company	SSLLP	Project	Shup
Sl. No.	Bill No.	Bill Date	Bill amount
1	715	28/10/21	43,790/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				43,790/-
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98597	☐ 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:	43,790/-
Amount E – PO / WO value:	43,790/-
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	6/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	APPROVED 02 NOV 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 36 ACQFS 2044 C1Z7

Order No 82085/169/32 Date 26/10/21

Delivery Challan No Date

Bill No. 2021-22 715 Date 28/10/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A/3 Sheet Protectors		500 Nos	5		2500			
2	Chalk Piece		5 Box	180			900		
3	Markers		100 Nos	15		1500			
4	Stapler Pins (Small)		10 Pkt	6		60			
5	A/4 Xerox Paper		100 Pkt	210	21000				
6	A/3 Xerox Paper		5 Pkt	450	2250				
7	Pens		200 Nos	3		600			
8	Black Pens		100 Nos	3		300			
9	Calculators		10 Nos	150		1500			
10	Staplers		20 Nos	35		700			
11	Scribbling Pad		60 Nos	12		720			
12	A/3 Ring Binder		20 Nos	180		3600			
13	Box Files		50 Nos	38		1900			
14	Xerox Box Files		10 Nos	90		900			
15									
16									
17									
18									
19									
20									

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	23250	14280	900	
CGST	1395	1285.20	0%.	
SGST	1395	1285.20	0%.	
Grand Total	26040	16850.4	900	43790.4

INWARD
Inward No: 17184 Dt: 28.10.21
MRN No: Dt:
Received By: MLP 98597 Sign: 29/10/21
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 96222 Date: 29/10/21 Sign:

Rupees

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

 26-10-2021 16:07:55

82065
25.10.21 1:31:05

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**	82065	169132
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	26-10-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	12-10-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
2	7515 - Stationery - other - Chalkpiece - NA - boxes	5.00	180.00	0.00	0.00	900.00
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*	30.00	15.00	0.00	18.00	531.00
5	7544 - Stationery - other - Marker - NA - nos *Red*	20.00	15.00	0.00	18.00	354.00
6	7594 - Stationery - other - Stapler pin - other - boxes *Small*	10.00	6.00	0.00	18.00	70.80
7	7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
8	7554 - Stationery - other - Paper - A3 - bundles *75GSM*	5.00	450.00	0.00	12.00	2,520.00
9	7560 - Stationery - other - Pen - NA - nos *Ordinary Blue*	200.00	3.00	0.00	18.00	708.00
10	7560 - Stationery - other - Pen - NA - nos *Ordinary Black*	100.00	3.00	0.00	18.00	354.00
11	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
12	7593 - Stationery - other - Stapler - other - nos *small*	20.00	35.00	0.00	18.00	826.00
13	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
14	7578 - Stationery - other - Ring Binder - other - nos *A3*	20.00	180.00	0.00	18.00	4,248.00
15	7507 - Stationery - other - Box file - Big - nos	50.00	38.00	0.00	18.00	2,242.00
16	7507 - Stationery - other - Box file - Big - nos *Rexine-Blue*	10.00	90.00	0.00	18.00	1,062.00
					Total Order Value . . .	**43,790.40**

Rupees : Fourty Three Thousand Seven Hundred Ninty and Paise Fourty Only.

For ***Summit Sales LLP***
Authorised Signatory

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

Purchase Order

 26-10-2021 16:07:55 Original / Office Copy / Purchase Div.Copy

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

Accepted the above Terms And Conditions

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

1377

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169132
Material required before date:		ID No.	70619

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Project Folders	A3	500	Nos		
2	Ordinary Pens-Blue		200	Nos		
3	Ordinary Pens-Black		100	Nos		
4	Black Marker		50	Nos		
5	Blue Marker		30	Nos		
6	Red Marker		20	Nos		
7	Paper Bundles	A4	100	Bundles		
8	Stapler Pins-Small 82065		100	Box		
9	Calculator		10	Nos		
10	Stapler-Small		20	Nos		
11	Scribling Pads		60	Nos		
12	Ring Binder	A3	20	Nos		
13	Rexin Box File-Blue		10	Nos		
14	Box File	Big	50	Nos		
15	Chalk Pieces-Cottons		05	Nos		
16	Paper Bundles-75gsm	A3	05	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign.& Date	21-10-2021	Sign. & Date	

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

APPROVED BY
22 OCT 2021
SOHAM MODI
MANAGING DIRECTOR