PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	26/11/21	Prepared by:	Sneha
PO/WO no.	82695	PO / WO Date.	17/11/21
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	22,339.28/-
Firm/Company	Summit Sales Up	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	796	18/11/21	20,664/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			20,664/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	99558	☑ 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:	20,664/-
Amount E – PO / WO value:	22,339.28/-
Amount F – Difference (A – E): GST-18%	1675.28/-

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	29/11/21
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	26/11/21	28/11					

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. Sumit Sales. LLP.

GSTIN 36AEJPP5811M1Z2

Order No 82695 Date
Delivery Challan No Date
Bill No. 2021-22 **796** Date 18/11/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Binder Clips 32mm	✓	24 Box	40		960.		
2	" " 51mm.	✓	12 Box	108.		1296.		
3	Calculator	✓	10PC.	150		1500.		
4	stapler pin	✓	100PC.	6.		600.		
5	fevistick	✓	30PC.	18.		540.		
6	marker pen	✓	30PC.	15.		450.		
7	punching machine	✓	10PC.	120.		1200		
8	whitener pen	✓	20PC.	20.		400		
9	stamp pad	✓	20PC.	30.		600.		
10	A4 paper	✓	50Pkt	210	10500.			
11	Computer mouse.	✓	5PC.	290		1450		
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD
Inward No: 17250 Dt: 18/11/21
MRN No: 99558 Dt: 22/11/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 8713C Date: 22.11.21 Sign:

Rupees.........

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	10500.	7546		
CGST	630	679.14.		
SGST	630	679.14		
Grand Total	11760.	8904.		20664.00

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

G. Sai kumar
Signature

Purchase Order

 17-11-2021 15:00:19

82695
12.11.21 5:07:44

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**	82695	169181
	Doc Date	17-11-2021	
	Quote No	Nil	
	Quote Date	17-11-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	24.00	40.00	0.00	18.00	1,132.80
2	7505 - Stationery - other - Binder Clips - other - boxes *51mm*	12.00	108.00	0.00	18.00	1,529.28
3	7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	100.00	6.00	0.00	18.00	708.00
5	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
6	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	18.00	531.00
7	7573 - Stationery - other - Punch - other - nos *Big*	10.00	120.00	0.00	18.00	1,416.00
8	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
9	7592 - Stationery - other - stamp pad - NA - nos	20.00	30.00	0.00	12.00	672.00
10	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
11	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	290.00	0.00	18.00	1,711.00
					Total Order Value . . .	**22,339.28**

Rupees : Twenty Two Thousand Three Hundred Thirty Nine and Paise Twenty Eight 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
Penality For Delay	Nil

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

20/11/2021

Name : ____________

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

Name : ____________

Date : __/__/____

Purchase Order

 17-11-2021 15:00:19 Original / Office Copy / Purchase Div.Copy

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

20/11/2021

Name : ______

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ______

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169181
Material required before date:		ID No.	7122

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	32mm	24	Nos		
2	Binder Clips 108	50mm	12	Nos		
3	Calculater		10	Nos		
4	Stapler Pins 82695	Small	100	Nos		
5	Fevistic		30	Nos		
6	Marker-Black		30	Nos		
7	Punch machine	Big	10	Nos		
8	Mouse		5	Nos		
9	Thermocol 82702		200	Nos		
10	Biometric Adapter		5	Nos		
11	Teflon Tapes 82701		500	Nos		
12	Plastic Blue Sheet 82700	12x18	6480	sft		
13	Blue Sheet	24x18	8640	sft		
14	Spade With Handle	82697	20	Nos		
15	Cube Testing Moulds		24	Nos		
61	Whitners		20	Nos		
17	Stamp Pad		20	Nos		
18	Paper	A4	50	Bundles		
19	Bombay Broom	Small	200	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	15-11-2021	Sign. & Date	15 NOV 2021 SOHAM MODI MANAGING DIRECTOR

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