

PURCHASE DIVISION
Advice for approval for credit to supplier

(P) (M) (E) 22/11

Date: 22/11/2021		Prepared by: N. Shrinaga	
PO/WO no. 82345		PO / WO Date. 18/11/21	
Supplier Name Venkataramana Stationery		PO/WO amount 26,486/-	
Firm/Company Summit Sales LLP		Project CSLLP.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	780	13/11/21	26,486/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			26,486/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			99206 ☒ 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:			26,486/-
Amount E - PO / WO value:			26,416/-
Amount F - Difference (A - E): GST-18%			70/-
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		29/11/2021	
Remarks: Final Bill, Rate difference can be considered.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Shrinaga		
Date	22/11/21	22/11/21	

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/-

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
Secunderabad

Order No 82345 Date 13/11/21

Delivery Challan No _____ Date _____

GSTIN 36ACAFS2044C127

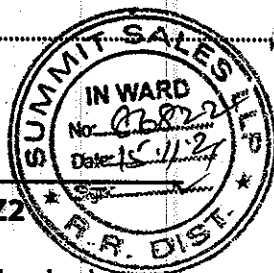
Bill No. 2021-22 780 Date 13/11/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper ✓		50	210	10500				
2	Calculator ✓		10	150		1500			
3	Stapler Pink ✓		200	6		1200			
4	CelloTape 3" Brown ✓		12	40		480			
5	Pen 3 ✓		12	40		480			
6	Folder cover A3 ✓		500	5		2500			
7	L File folder ✓		200	10		2000			
8	Folder cover Blue ✓		400	5		2000			
9	Scissors ✓		10	40		400			
10	Paper weight ✓		6	20		120			
11	Punch Bag ✓		10	120		1200			
12	Stapler Pink (Remover) ✓		10	60		600			
13									
14									
15									
16									
17									
18									
19									
20									

INWARD	
Inward No: <u>17241</u>	Dt: <u>13.11.21</u>
MRN No: <u>99206</u>	Dt: <u>14/11/21</u>
Received By: _____	Sign: <u>R</u>
SUMMIT SALES LLP	

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

Total	10500	12480		
SUB Total				
CGST	630	1123/20		
SGST	630	1123/20		
Grand Total	11760	14726/40	26486	40

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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05-11-2021 15:53:03



82345

30.10.21 11:22:45

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	82345	169157
Doc Date	05-11-2021	
Quote No	Nil	
Quote Date	05-11-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2 7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
3 7594 - Stationery - other - Stapler pin - other - boxes small	200.00	6.00	0.00	18.00	1,416.00
4 7514 - Stationery - other - Cello Tape - other - nos Brown Tape 3inch	12.00	35.00	0.00	18.00	495.60
5 7514 - Stationery - other - Cello Tape - other - nos 3inch	12.00	40.00	0.00	18.00	566.40
6 7530 - Stationery - other - Folder cover - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
7 7538 - Stationery - other - L - File Folders - NA - nos	200.00	10.00	0.00	18.00	2,360.00
8 7530 - Stationery - other - Folder cover - NA - nos Blue	400.00	5.00	0.00	18.00	2,360.00
9 9561 - Tools - Scissors - other - nos	10.00	40.00	0.00	18.00	472.00
10 7557 - Stationery - other - Paper Weight - NA - nos	6.00	20.00	0.00	18.00	141.60
11 7573 - Stationery - other - Punch - other - nos Big	10.00	120.00	0.00	18.00	1,416.00
12 7594 - Stationery - other - Stapler pin - other - boxes Stapler in Remover	10.00	60.00	0.00	18.00	708.00
Rupees : Twenty Six Thousand Four Hundred Fifteen and Paise Sixty Only.					Total Order Value . . . 26,415.60

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.

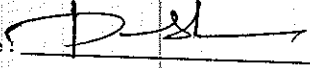
Delivery Location Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 

Name : _____

Date : __/__/__

Purchase Order

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05-11-2021 15:53:03

Phone. 9618244433, Hamendra

Original / Office Copy / Purchase Div.Copy

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 Stock maintenance purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

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:		29-10-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169157	
Material required before date:				ID No.		70827	

S. No.	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundle	A4	50	Bundles		
2	Calculator		10	Nos		
3	Stapler Pins	Small	200	Nos		
4	Brown tape 35	3"	12	Nos		
5	Cello Tape	3"	12	Nos		
6	Project Folder 82345	A3	500	Nos		
7	L Folder		200	Nos		
8	Blue File Folder -		400	Nos		
9	Scissor		10	Nos		
10	Paper Weight - 110		6	Nos		
11	Punch Mission	Big	10	Nos		
12	Pin Remover		10	Nos		

Remarks: For Stock Replenishing purpose

Prepared By	Bhavani	
Sign. & Date	29-10-2021	Sign. & Date

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

APPROVED BY
01 NOV 2021
SOHAM MODI MANAGING DIRECTOR