PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/11/2021	Prepared by:	N. Shraya
PO/WO no.	82345	PO / WO Date.	~~[illegible]~~ 5/11/21
Supplier Name	Venkataramana Stationery	PO/WO amount	26,416/-
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. ___/- ☑ No
Payment – due date	29/11/2021
Remarks:	Final Bill, Rate difference can be considered.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Shraya	[signature]					
Date	22/11/21	22/11					

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. Summit Sales LLP
SECUNDERABAD
GSTIN 36ACQFS2044C1Z7

Order No 82345 Date 13/11/21
Delivery Challan No Date
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 Pin (Big)		200	6		1200			
4	Cello Tape 3" Brown		12	40		480			
5	" " 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 Reg		10	120		1200			
12	Stapler Pin (Remover)		10	60		600			
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: IT241 Dt: 13.11.21
MRN No: 99206 Dt: 14/11/21
Received By: Sign:
SUMMIT SALES LLP

Rupees..

	12% GST	18% GST		Amount Rs.	Ps.
Total	10500	12480			
SUB Total					
CGST	630	1123/20			
SGST	630	1123/20			
Grand Total	11760	14726/40		26486	40

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 06822
Date: 15.11.21
Sign:
R.R. DIST.

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

05-11-2021 15:53:03

Purchase Order

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

Name : ____________

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

Name : ____________

Date : __/__/____

05-11-2021 15:53:03

Purchase Order

Original / Office Copy / Purchase Div.Copy

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

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