PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 20/12/21 | Prepared by: | [illegible] |
| PO/WO no. | 83584 | PO / WO Date. | 14/12/21. |
| Supplier Name | Venkatram stationery & B.Work | PO/WO amount | 16,710/- |
| Firm/Company | SSKP | Project | Shue |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 935 | 16/12/24 | 16,710/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 16,710/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | 100825 | ☐ 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: | 16,710/- |
| Amount E – PO / WO value: | 16,710/- |
| 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 / WO | ☐ Yes ☐ No – wait for balance material ☐ No (explained below) |
| Advance paid / PDC given (deduct when paying) | ☐ Yes – Rs. -/- ☐ No |
| Payment – due date | 24/12/24 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | | | | | |
| Date | | | | | | | |

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20 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Note: 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/-

<u>**TAX INVOICE**</u>

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 36ACAFS2044C1Z7

Order No 83584 Date 16/12/21
Delivery Challan No Date
Bill No. 2021-22 **935** Date 16/12/21

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Marker Blu 40 Black 40 R 40 G 40 | | 160 | 15 | | 2400 | | | |
| 2 | A4 Paper | | 50 | 220 | 11000 | | | | |
| 3 | Pen Blue | | 200 | 3 | | 600 | | | |
| 4 | Scribbling pad | | 60 | 12 | | 720 | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
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| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

| | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| Total | 11000 | 3720 | | | |
| SUB Total | | | | | |
| CGST | 660 | 334/80 | | | |
| SGST | 660 | 334/80 | | | |
| Grand Total | 12320 | 4389/60 | | 16709 | 60 |

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

INWARD
Inward No: 17389 Dt: 18/12/21
MRN No: 100825 Dt: 18/12/21
Received By: Sign:
SUMMIT SALES LLP

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. 06910010270**

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88634
Date: 19/12
Sign:

**For VENKATARAMANA STATIONERY AND BINDING WORKS**

Signature

# Purchase Order

 14-12-2021 12:51:36 Or

83584
09.12.21 3:17:43

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** | 83584 | 169262 |
| 1-5-85, General Bazar, Sec-Bad -500 003. | **Doc Date** | 14-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 14-12-2021 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos<br>*Blue -40 & Black-40 Red-40 Green-40* | 160.00 | 15.00 | 0.00 | 18.00 | 2,832.00 |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 50.00 | 220.00 | 0.00 | 12.00 | 12,320.00 |
| 3 | 7560 - Stationery - other - Pen - NA - nos<br>*Blue* | 200.00 | 3.00 | 0.00 | 18.00 | 708.00 |
| 4 | 7584 - Stationery - other - Scribbling Pads - other - nos | 60.00 | 12.00 | 0.00 | 18.00 | 849.60 |
| | | | | | **Total Order Value . . .** | **16,709.60** |

Rupees : Sixteen Thousand Seven Hundred Nine and Paise Sixty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 | Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email. |

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

1554

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 10-12-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| Supplier | | Req. No. | 169262 |
| Material required before date: | | ID No. | 72045 |

| S.No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Blue Marker | | 40 | Nos | | |
| 2 | Black Marker | | 40 | Nos | | |
| 3 | Red Marker | | 40 | Nos | | |
| 4 | Green Marker | | 40 | Nos | | |
| 5 | Paper Bundle | A4 | 50 | Nos | | |
| 6 | Ordinary Blue Pens | | 200 | Nos | | |
| 7 | Scribbling Pad | | 60 | Nos | | |

83584

| | | | |
|---|---|---|---|
| Remarks: For Stock Replenishing Purpose | | | |
| Prepared By | Bhavani | | |
| Sign.& Date | 10-12-2021 | Sign. & Date | |

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

APPROVED BY

13 DEC 2021

SOHAM MODI
MANAGING DIRECTOR