✓ ⓒ Ⓔ 13/12

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/12/21	Prepared by:	Handa
PO/WO no.	83447	PO / WO Date.	9/12/21
Supplier Name	Venkat Ramana Slotting & Bi Work	PO/WO amount	19,786/-
Firm/Company	SSLLP	Project	Sh LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	898	9/12/21	19,786/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,786/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	100464	☐ 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:	19,786/-
Amount E – PO / WO value:	19,786/-
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	18/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 16 DEC 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 36ACQFS2044127

Order No 83447 | 169235 Date 9/12/21

Delivery Challan No Date

Bill No. 2021-22 898 Date 9/12/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	ledger Paper A4 green	4802	5 Pkt	330	1650			
2	A4 paper 100gsm	"	5 Pkt	310	1550			
3	A4 paper	"	50 Pkt	220	11000			
4	File folders	3926	200 nos	5		1000		
5	Stamp Pad	9612	20 nos	30		600		
6	Mouse	8471	5 nos	290		1450		
7	Plastic cards	3926	200 nos	1.2		240		
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				Sub Total	14200	3290		
				CGST	852	296.1		
				SGST	852	296.1		
				Grand Total	15904	3882.2		19786-20

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

INWARD
Inward No: 17356 Dt: 10.12.21
MRN No: 00464 Dt: 10/12/21
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. 069100102707

SUMMIT SALES LLP R.R. DIST. IN WARD No: 98235 Date: 13/12 Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 13-12-2021 11:33:13

83447
09.12.21 3:16:08

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**	83447	169235
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	09-12-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	03-12-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7542 - Stationery - other - Ledger Paper - NA - bundles *Legal size paper - A4 (green)*	5.00	330.00	0.00	12.00	1,848.00
2	7555 - Stationery - other - Paper - A4 - bundles *100 GSM*	5.00	310.00	0.00	12.00	1,736.00
3	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
4	7529 - Stationery - other - File Folders - NA - nos *Legal Blue*	200.00	5.00	0.00	18.00	1,180.00
5	7592 - Stationery - other - stamp pad - NA - nos	20.00	30.00	0.00	18.00	708.00
6	3516 - Computers and Peripherals - Mouse - NA - nos *Logistic*	5.00	290.00	0.00	18.00	1,711.00
7	6100 - Miscellaneous - Plastic Cards - Others - nos *Plastic card covers*	200.00	1.20	0.00	18.00	283.20
				Total Order Value . . .		**19,786.20**

Rupees : Ninteen Thousand Seven Hundred Eighty Six and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ______________ Name : ______________ Date : __/__/____

Contact

Purchase Order

 13-12-2021 11:33:13 Original / Office Copy / Purchase Div.Copy

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

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Contact

1523

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00PM
Supplier		Req. No.	169235
Material required before date:		ID No.	71872

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4(100gsm)	5	Bundles		
2	Green Ledger		5	Nos		
3	Paper Bundles 83447	A4	50	Bundles		
4	File Folder Legal-Blue		200	Nos		
5	Stamp Pad		20	Nos		
6	Plastic Card Covers		200	Nos		
7	Mouse		5	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	04-12-2021	Sign. & Date	06 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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