(E)

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 19/12/21 | Prepared by: | Monika |
| PO/WO no. | 83779 | PO / WO Date. | 18/12/21 |
| Supplier Name | Ventaam stationery Binding work | PO/WO amount | 5,958/- |
| Firm/Company | SSLhp | Project | HO |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 936 | 16/12/21 | 5,958/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 5,958/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 100862 | ☑ 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: | 5,958/- |
| Amount E – PO / WO value: | 5,958/- |
| 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 | 27/12/21 |
| Remarks: | |
| | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Monika | | | | | | |
| Date | 19/12/21 | | | | | | |

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: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 83779 Date 16/12/24

Delivery Challan No Date

Bill No. 2021-22 **936** Date 16/12/24

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Paper A5 | | 10 | 100 | 1000 | | | | |
| 2 | Box file Big | | 50 | 42 | | 2100 | | | |
| 3 | " small | | 50 | 40 | | 2000 | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

INWARD
Inward No: 647 Dt: 18/12/24
MRN No: 10086 Dt:
Received By: [illegible] Sign:
M... PR... RTIES

| | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| Total | 1000 | 4100 | | | |
| SUB Total | | | | | |
| CGST | 60 | 369 | | | |
| SGST | 60 | 369 | | | |
| Grand Total | 1120 | 4838 | | 5958 | 00 |

**Rupees**..........................................................

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD No: 8861 Date: 19/12 Sign: ...... ...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

# Purchase Order

 19-12-2021 12:27:33 opy

83779
15.12.21 11:28:56

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** | 83779 | 183329 |
| 1-5-85, General Bazar, Sec-Bad -500 003. | **Doc Date** | 18-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 18-12-2021 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles *A5* | 10.00 | 100.00 | 0.00 | 12.00 | 1,120.00 |
| 2 | 7507 - Stationery - other - Box file - Big - nos | 50.00 | 42.00 | 0.00 | 18.00 | 2,478.00 |
| 3 | 7508 - Stationery - other - Box file - small - nos | 50.00 | 40.00 | 0.00 | 18.00 | 2,360.00 |
| | | | | | **Total Order Value . . .** | **5,958.00** |

Rupees : Five Thousand Nine Hundred Fifty 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** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **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 HO 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

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

Date : __/__/____

1558

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit Sales LLP Common Expenses | Date: | 14.12.2021 |
| Site & Phase : | Head Office | Time: | 11:54 pm |
| | | Req. No. | 183329 |
| Material required before date: | | ID No. | 72067 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 01 | Paper Bundles | A4 | 50 | No's | | |
| 02 | Paper Bundles ( A4- 100 GSM) | A4 | 05 | No's | | |
| 03 | Paper Bundles | A5 | 10 | No's | | |
| 04 | Box Files 83779 | Big | 50 | No's | | |
| 05 | Box Files | Small | 50 | No's | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPROVED
19 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:

| | | | |
|---|---|---|---|
| Prepared By | Jai kumar | Approved by | |
| Date | 14.12.2021 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 c3olumns.