PURCHASE DIVISION
Advice for approval for credit to supplier

(G)

| | | | |
|---|---|---|---|
| Date: | 23/12/21 | Prepared by: | Janaki |
| PO/WO no. | 83318 | PO / WO Date. | 8/12/21 |
| Supplier Name | venkata ramana Stationary & binding | PO/WO amount | 11,446/- |
| Firm/Company | Summit sales up. | Project | Head office. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 891 | 8/12/21 | 11446/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 11,446/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | → | □ 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: | 11446/- |
| Amount E – PO / WO value: | 11446/- |
| 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: final bill | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Janaki | [signature] | | | | | |
| Date | 23/12/21 | 3/1/22 | | | | | |

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 36ACAFS2044C1Z7

Order No 83318 Date 8/12/21

Delivery Challan No Date

Bill No. 2021-22 891 Date 8/12/21

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Cammanition A3 | | 4 | 1150 | | 4600 | | | |
| 2 | " Ack A4 | | 2 | 550 | | 1100 | | | |
| 3 | Ring Binder FS | | 40 | 100 | | 4000 | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
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| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| | | | Total | | | 9700 | | | |
| | | | SUB Total | | | | | | |
| | | | CGST | | | 873 | | | |
| | | | SGST | | | 873 | | | |
| | | | Grand Total | | | 11446 | | 11446 | 00 |

INWARD
Inward No: 832 Dt: 08/12/21
MRN No: Dt:
Received By: Sonarjit Sign:
MODI PROPERTIES

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

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 88/25
Date: 11/12
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

# Purchase Order

 06-12-2021 15:06:18 opy

83318
02.12.21 2:45:21

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<br>1-5-85, General Bazar, Sec-Bad -500 003. | **Doc No** | 83318 | 183314 |
| | **Doc Date** | 04-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 04-12-2021 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7540 - Stationery - other - Lamination Pouch - NA - nos<br>*A3* | 4.00 | 1,150.00 | 0.00 | 18.00 | 5,428.00 |
| 2 | 7540 - Stationery - other - Lamination Pouch - NA - nos<br>*A4* | 2.00 | 550.00 | 0.00 | 18.00 | 1,298.00 |
| 3 | 7578 - Stationery - other - Ring Binder - other - nos<br>*A4 size - files ( Only grey or blue to MD )* | 40.00 | 100.00 | 0.00 | 18.00 | 4,720.00 |
| | | | | **Total Order Value . . .** | | **11,446.00** |

Rupees : Eleven Thousand Four Hundred Fourty Six 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 Head office purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

06/12/2021

Name : ____________

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

1500

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit Sales LLP Common Expenses | Date: | 02.12.2021 |
| Site & Phase : | Head Office | Time: | 04:46 Pm |
| | | Req. No. | 183314 |
| Material required before date: | | ID No. | 71741 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 01 | Lamination Sheet 1150 | A3 | 04 | Packets | | |
| 02 | Lamination Sheet 83318 550 | A4 | 02 | Packets | | |
| 03 | Extension box to MD | | 02 | No's | | |
| 04 | Safety Shoes | | 01 | No's | | |
| 05 | Ring binder – A4 size - Files ( Only one colour – Grey or Blue) To MD 500 | | 30 | No's | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

| | | | |
|---|---|---|---|
| Prepared By | Iqra Khatoon | Approved by | |
| Date | 02.12.2021 | Sign. & Date | |

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

APPROVED
02 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE