PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	4/1/22	Prepared by:	Honda
PO/WO no.	84008	PO / WO Date.	29/12/21
Supplier Name	Venkatrama Slating & B. Work	PO/WO amount	14,168/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	969	29/12/21	14,168/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			14,168/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	101517	☐ 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:	14,168/-
Amount E – PO / WO value:	14,168/-
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	14/1 14/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		APPROVED 07 JAN 2022					
Date		MINISH PARIKH MANAGER PROCUREMENT					

otes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach ditional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see achment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve 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 nsport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 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 36AQPS2044C1Z7

Order No 84008-2021 Date 29/12/21

Delivery Challan No Date

Bill No. 2021-22 969 Date 29/12/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 100g Xerox		5	330	1650				
2	A4 Xerox		50	220	11000				
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	12650				
				CGST	759				
				SGST	759				
				Grand Total	14168			14168	

Rupees..........

INWARD
Inward No: 17468 Dt: 29/12/21
MRN No: 10517 Dt: 30/12/21
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 IN WARD No: 59195 Date: 3/1 Sign: R.R. DIST.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

84008

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5:44:06

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**	84008	169302
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-12-2021	
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 *100GSM*	5.00	330.00	0.00	12.00	1,848.00
2	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
					Total Order Value . . .	**14,168.00**

Rupees : Fourteen Thousand One Hundred Sixty 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad 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 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.

Accepted the above Terms And Conditions

For *Summit Sales LLP*

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

Authorised Signatory

30/12/2021

Name :

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169302
Material required before date:		ID No.	72433

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4	50	Bundles		
2	Paper A4 84008	100GSM	05	Bundles		

Remarks: For Stock Replenishing purpose			
Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	24-12-2021	Sign. & Date	27 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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