1037

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/1/22 24/1/22	Prepared by:	Hoda
PO/WO no.	84236	PO / WO Date.	5/1/22
Supplier Name	Venkataramana stationery	PO/WO amount	17,630/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1008	5/1/22	17,630/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,630/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	101880	□ 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:				17,630/-
Amount E – PO / WO value:				17,630/-
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	20/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 12 JAN 2022 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 36ACQFS2044C1Z7

Order No 84236/169330 Date 5/1/2022

Delivery Challan No Date

Bill No. 2021-22 1008 Date 5/1/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box File	4819	50 no	42		2100			
2	Marker Permanent	9609	80 no	15		1200			
3	A4 Paper	4802	50 pkt	220	11000				
4	CD marker	9609	80 no	15		1200			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

SUMMIT SALES LLP
IN WARD
No: 89445
Date: 7/01
Sign: L
R.R. DIST.

	12% GST	18% GST	0% -5% GST	Amount
Total				
SUB Total	11000	4500		
CGST	660	405		
SGST	660	405		
Grand Total	12320	5310		17630

Rupees..........

INWARD
Inward No: 17495 Dt: 6/01/22
MRN No: 101880 Dt: 7/01/22
Received By:
Sign: Sy
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 05-01-2022 11:07:29

84236

5:44:07

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**	84236	169330
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	05-01-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	05-01-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos	50.00	42.00	0.00	18.00	2,478.00
2	7544 - Stationery - other - Marker - NA - nos *Black-40 Blue-40*	80.00	15.00	0.00	18.00	1,416.00
3	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
4	7512 - Stationery - other - CD Marker - NA - nos *Blue-20 Black-20 Red-20 Green-20*	80.00	15.00	0.00	18.00	1,416.00
					Total Order Value . . .	**17,630.00**

Rupees : Seventeen Thousand Six Hundred Thirty 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.

For ***Summit Sales LLP***

Authorised Signatory

Name : ________________

Accepted the above Terms And Conditions

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

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169330
Material required before date:		ID No.	72666

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Box file big	Big	50			
2	Marker-Blue		40			
3	Marker-Block		40			
4	A4 Paper Bundle 84236	A4	50			
5	CD marker-Blue		20			
6	CD marker-Block		20			
7	CD marker-Red		20			
8	CD marker-Green		20			

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		
Sign.& Date	31-12-2021	Sign. & Date	APPROVED 0 6 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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