1115

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/1/22	Prepared by:	Hande
PO/WO no.	84327	PO / WO Date.	8/1/22
Supplier Name	Venkatramana stationery & B.work	PO/WO amount	20,776/-
Firm/Company	SSLLP	Project	SRLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1038	12/1/22	20,776/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			20,776/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—		102250	☑ 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:	20,776/-
Amount E – PO / WO value:	20,776/-
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 acce~~ptable 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	21/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature] APPROVED					
Date		14 JAN 2022					

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 36 ACQFS 2044 C1Z7

Order No 84327/169349 Date 8/1/2022

Delivery Challan No Date

Bill No. 2021-22 1038 Date 12/1/2022

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	S.S Pens	9609	400no	3		1200			
2	A4 sheet protector	3926	200no	5		1000			
3	A3 Sheet protector	"	500no	5		2500			
4	Fevistick		30no	18		540			
5	A4 Paper 75Gsm	4802	50no	220	11000				
6	A4 Paper 100 Gsm	"	5Pkt	330	1650				
7	Cello Tape 1"	3919	24	15		360			
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	12650	5600			
				CGST	759	504			
				SGST	759	504			
				Grand Total	14168	6608		20776.00	

Rupees...

INWARD
Inward No: 17529 Dt: 13/01/22
MRN No: 102250 Dt: 14/1/22
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

SUMMIT SALES LLP
INWARD
No: 89688
Date: 14/01
Sign:
R.R. DIST.

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

 11-01-2022 15:49:30

84327
08.01.22 11:42:53

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**	84327	169350
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	08-01-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	08-01-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	18.00	708.00
2	7560 - Stationery - other - Pen - NA - nos *Black*	100.00	3.00	0.00	18.00	354.00
3	7560 - Stationery - other - Pen - NA - nos *Red*	100.00	3.00	0.00	18.00	354.00
4	7530 - Stationery - other - Folder cover - NA - nos *A4 Project Floder*	200.00	5.00	0.00	18.00	1,180.00
5	7530 - Stationery - other - Folder cover - NA - nos *A3Project Floder*	500.00	5.00	0.00	18.00	2,950.00
6	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
7	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
8	7555 - Stationery - other - Paper - A4 - bundles *100GSM*	5.00	330.00	0.00	12.00	1,848.00
9	7513 - Stationery - other - Cello Tape - 1 In - nos	24.00	15.00	0.00	18.00	424.80
				Total Order Value . . .		**20,776.00**

Rupees : Twenty Thousand Seven Hundred Seventy 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 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

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

 11-01-2022 15:49:30 Original / Office Copy / Purchase Div.Copy

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
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:	06-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169350
Material required before date:		ID No.	72771

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pen		200	Nos		
2	Black pen		100	Nos		
3	Red pen		100	Nos		
4	File-Folder A4 Project Folder	A4	200	Nos		
5	File-Folder A3 Project Folder	A3	500	Nos		
6	Fevistick 84327		30	Nos		
7	Paper Bundles A4	A4	50	Bundles		
8	Paper Bundles A4	100 gsm	5	Bundles		
9	White Tape	1'	24	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	06-01-2022	Sign. & Date	10 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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