PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/6/2020	Prepared by:	K. R. Chalyulu
PO/WO no.	66761	PO / WO Date.	17/3/2020
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	7081/-
Firm/Company	SSLLQ	Project	SSHLLQ.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	078	4/6/2020	7081/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7081/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	79624	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	—
Amount C –Other Debits :_	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	7081/-
Amount E – PO / WO value:	7081/-
Amount F – Difference (A – E):	—

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	22/6/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	13/6/2020	13/6					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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 36AACBFS2044C1Z7

Order No 66761 Date 4/6/2020

Delivery Challan No Date

Bill No. 078 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermalole		50	12		600			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Total		600			
SUB Total					
CGST		54			
SGST		54			
Grand Total		708		708	00

MODI PROPERTIES SEC'BAD
INWARD
No: 6251
Date: 4/6/20
Sign:

Certified by:
Stores Manager

INWARD
Inward No: 14328 Dt: 5/6/20
MRN No: 79624 Dt: 5/6/20
Received By: Sign:
SUMMIT SALES LLP

Rupees........

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

 17-03-2020 5:09:30 PM

66761
16.03.20 3:38:14

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 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	66761	14466
	Doc Date	17-03-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	17-03-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4658 - Electrical - other - Thermacol - NA - nos	50.00	12.00	0.00	18.00	708.00
					Total Order Value . . .	**708.00**

Rupees : Seven Hundred Eight Only.

Terms and Conditions :-

Specification / Brand	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,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	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 maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	14.3.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14466
Material required before date:		ID No.	56320

No	Description	Size	Quantity	Units	Inward No	Date
1	THERMOCOL SHEET 66761		50	NOS		
2	PVC ROUND COVER	6''	200	NOS		
3	STRIP CONNECTOR		300	NOS		
4	SPRING WIRE 66762	30MTRS	10	BOXES		
5	T.V WIRE		700	MTRS		
6	AL SERVICE WIRE 66763	7/20	1000	MTRS		
7	INSULATION TAPE		500	NOS		
8						
9						
10						
11						
12						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.3.2020	Sign. & Date	

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

APPROVED BY
11 MAR 2020
SOHAM MODI
MANAGING DIRECTOR