PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/6/2020	Prepared by:	K.R. Chalyulu
PO/WO no.	67645	PO / WO Date.	1/6/2020
Supplier Name	Venkataramana Stationery & Binding Works	PO/WO amount	1,456/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	066	1/6/2020	1,456/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,456/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79919	☑ 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:				1,456/-
Amount E – PO / WO value:				1,456/-
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:							
Date	15/6/2020	15/6					

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 36ACGFS2044C1Z7

Order No	67645	Date	1/6/20
Delivery Challan No		Date	
Bill No.	066	Date	2/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Paper A3		2	650	1300=-				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 79 Dt: 03/06/20
MRN No: 79919 Dt:
Received By: Sanarjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. SEC'B
INWARD
No: 66932
Date: 4/6/20
Sign:

	12% GST	18% GST	0% -5% GST	Amount
Total	1300			
SUB Total				
CGST	78			
SGST	78			
Grand Total	1456			1456=00

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

 01-06-2020 17:05:58

67645
03.06.20 12:48:12

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**	67645	16189
	Doc Date	01-06-2020	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
	Quote Date	01-06-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7554 - Stationery - other - Paper - A3 - bundles *100 GSM*	2.00	650.00	0.00	12.00	1,456.00
					Total Order Value . . .	**1,456.00**

Rupees : One Thousand Four Hundred Fifty Six 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 engineers ues purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

01/06/2020

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

67645 Verhelgame

Requisition Form

Company Name:	SSLLP	Date:	29-05-2020
Site & Phase :	HO	Time:	12:35PM
Supplier		Req. No.	16189
		ID No.	57274

No	Description	Size	Quantity	Units	Inward No	Date
1	JK 100-GSM A3 per Bundle-500 papers in each bundle-Rs.750	297x420	2	2	650+12%	
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By	Naveen Kumar	Approved by	
Sign.& Date	29-05-2020	Sign. & Date	

APPROVED 01 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT

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