

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/6/2020		Prepared by: K.R. Charyulu	
PO/WO no. 67645		PO / WO Date. 1/6/2020	
Supplier Name Venkateswara Stationery & Printing Works		PO/WO amount 1,456/-	
Firm/Company SSLLP		Project SHALI	
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.
1.	—	—	29919
2.			
3.			
4.			
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	15/6/2020		

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

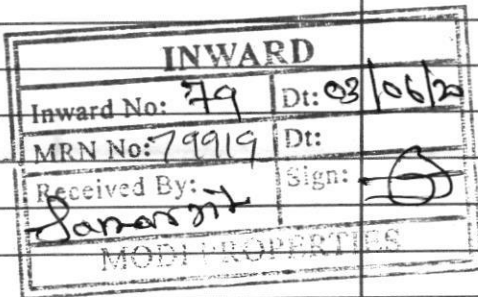
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. SUMMIT Sales LLPOrder No 67645 Date 1/6/20

Delivery Challan No _____ Date _____

GSTIN 36ACGF52044C1Z7Bill 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								



Rupees.....

Total	1300			
SUB Total				
CGST	78			
SGST	78			
Grand Total	1456			1456=

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

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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.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	67645	16189
Doc Date	01-06-2020	
Quote No	Nil	
Quote Date	01-06-2020	
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

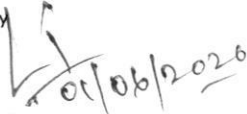
Rupees : One Thousand Four Hundred Fifty Six Only.

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

Penalty 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 uses 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 : __/__/__

67645

V. K. Kulkarni

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			

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

