PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/6/2020	Prepared by:	K. R. Chalapathi
PO/WO no.	67415	PO / WO Date.	23/5/2020
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	10,864/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	077	4/6/2020	12,320/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,320/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79625	☑ 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:	12,320/-
Amount E – PO / WO value:	10,864/-
Amount F – Difference (A – E):	1,456/-
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	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 36ACQFS2044C1Z7

Order No	67415	Date	23/5/20
Delivery Challan No		Date	
Bill No.	077	Date	4/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Catridge M 205 EPSON		20	550	11000				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

MODI PROPERTIES SEC'BAD
INWARD
No: 65250
Date: 11/6/20
Sign:

Certified by:

Stores Manager

Rupees.........

INWARD

Inward No: 14329	Dt: 5/6/20
MRN No: 79625	Dt: 5/6/20
Received By:	Sign:

SUMMIT SALES LLP

Total	11000				
SUB Total					
CGST	660				
SGST	660				
Grand Total	12320				12320=00

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

 23-05-2020 10:05:06

67415
23.05.20 2:01:09

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**	67415	14552
	Doc Date	23-05-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	23-05-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	3502 - Computers and Peripherals - Catridge - NA - nos *M-205 Epsion*	20.00	485.00	0.00	12.00	10,864.00
					Total Order Value . . .	**10,864.00**

Rupees : Ten Thousand Eight Hundred Sixty Four 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,9502266233, Mahesh.
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 maintainance 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:	21.05.2020
Site & Phase :	SHLLP	Time:	15.10
Supplier		Req. No.	14552
Material required before date:		ID No.	57086

No	Description	Size	Quantity	Units	Inward No	Date
1	CATRIDGE INK BOTTLE -EPSON M205		20	NOS		
2						
3						
4						
5	67415					
6						
7						
8						
9						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	21.5.2020	Sign. & Date	

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