PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/6/20	Prepared by:	V. Pavali
PO/WO no.	67347	PO / WO Date.	21/5/20
Supplier Name	venkataramana stationey & binding works	PO/WO amount	19,238/-
Firm/Company	summit sales llp	Project	ssllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	067	21/5/20	19,238/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,238/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79628	☑ 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:	19,238/-
Amount E – PO / WO value:	19,238/-
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	19/6/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Pavali	[signature]					
Date	15/6/20	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

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 67347 Date 21/5/20

Delivery Challan No Date

Bill No. 067 Date 2/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Paper A4		50	210	10500			
2	Ledger Paper (Green)		5	330	1650			
3	File folders A3		300	5		1500		
4	File folders A4		300	5		1500		
5	Pen (Blue)		100	3	300			
6	Pen (Red)		50	3	150			
7	Pen (cello) Blue		40	5	200			
8	Marker (Blue)		30	15	450			
9	Marker (Black)		30	15	450			
10	Punch 16MM		5	60		300		
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total	13700	3300		
				SUB Total				
				CGST	822	297		
				SGST	822	297		
				Grand Total	15344	3894		19238-00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 66257
Date: 11/6/20
Sign:

Certified by:

Stores Manager

INWARD
Inward No: 14332 Dt: 5/6/20
MRN No: 79628 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

 05-06-2020 11:45:21

Purchase Order

67347
15.05.20 11:59:03

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	67347	14550
Doc Date	21-05-2020	
Quote No	Nil	
Quote Date	21-05-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7542 - Stationery - other - Ledger Paper - NA - bundles *Green LEDGER*	5.00	330.00	0.00	12.00	1,848.00
3	7529 - Stationery - other - File Folders - NA - nos *A3*	300.00	5.00	0.00	18.00	1,770.00
4	7529 - Stationery - other - File Folders - NA - nos *A4*	300.00	5.00	0.00	18.00	1,770.00
5	7560 - Stationery - other - Pen - NA - nos	100.00	3.00	0.00	12.00	336.00
6	7561 - Stationery - other - Pen - NA - pkts *Red*	50.00	3.00	0.00	12.00	168.00
7	7561 - Stationery - other - Pen - NA - pkts *Blue*	40.00	5.00	0.00	12.00	224.00
8	7544 - Stationery - other - Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
9	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
10	7572 - Stationery - other - Punch - 16mm - nos	5.00	60.00	0.00	18.00	354.00
				Total Order Value . . .		**19,238.00**

Rupees : Ninteen Thousand Two Hundred Thirty 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

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Authorised Signatory

05/06/2020

Name :

For *Venkatramana Stationery & Binding works*

Name :

Date : _/_/__

PO 67347

Requisition Form

...pany Name:	SSLLP	Date:	20.05.2020
...e & Phase :	SHLLP	Time:	15.00
...upplier		Req. No.	14550
...laterial required before date:		ID No.	57027

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER BANDAL	A4	50	NOS		
2	LEDGER PAPER	GREEN	05	NOS		
3	PEN-ORDINARY	BLUE	100	NOS		
4	PEN -CELLO	RED	50	NOS		
5	PEN -CELLO	BLUE	100	NOS		
6	PROJECT FOLDER	A4	300	NOS		
7	PROJECT FOLDER	A3	300	NOS		
8	MARKER	BLUE	30	NOS		
9	MARKER	BLACK	30	NOS		
	PUNCH	SMALL	05	NOS		

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	20.5.2020	Sign. & Date	

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