PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/6/2020	Prepared by:	K.R. Chalyulu
PO/WO no.	67634	PO / WO Date.	4/6/2020
Supplier Name	Venkataramana Stationery And Binding	PO/WO amount	708/-
Firm/Company	SSLL &	Project	SHLL &
Sl. No.	Bill No.	Bill Date	Bill amount
1.	103	11/6/2020	708/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			708/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	79748	☑ 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:	708/-
Amount E – PO / WO value:	708/-
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	18/6/2020	18/6					

APPROVED
18 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

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 36ACAFS2044C1Z7

Order No 67634 Date 11/6/2020

Delivery Challan No Date

Bill No. 103 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	HDPE Rope		20	30		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	

Certified by:
Stores Manager

Rupees..........

INWARD
Inward No: 4354 Dt: 9/6/20
MRN No: 9748 Dt: 15/6/20
Received By: Sign:
SUMMIT SALES LLP

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

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 66436
Date: 17/6/20
Sign:

Signature

Purchase Order

 05-06-2020 11:46:01 AM

67634
03.06.20 12:48:11

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**	67634	14572
	Doc Date	04-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**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	6147 - Miscellaneous - HDPE rope - NA - Bundles	20.00	30.00	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:	28.05.20
Site & Phase :	SHLLP	Time:	15.22
Supplier		Req. No.	14572
Material required before date:		ID No.	57256

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPE 67633		20	NOS		
2	HDPE ROPE 67634		20	NOS		
3	GI BUCKET		24	NOS		
4	BLUE SHEET 67632	24X18	10	NOS		
5	COCUNUT BROOMS		200	NOS		
6	PVC BUCKET WITH MUG		10	NOS		
7	CUBE TESTING MOULDS		12	NOS		
8	DUST BINS		10	NOS		
9	DUST PANS 67641		10	NOS		
10	LIZOL	1LTR	48	NOS		
11	HARPIC		24	NOS		
12	MOPPING STICK		20	NOS		
13	SURF		30	NOS		
14	VIM BAR		20	NOS		

Remarks:For stock maintainance

Prepared By	MOUNIKA	Approved by	
Sign.& Date	28.05.20	Sign. & Date	

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

APPROVED BY
03 JUN 2020
SOHAM MODI
MANAGING DIRECTOR