

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/6/2020	Prepared by:	K.R. Charyulu
PO/WO no.	67658	PO / WO Date.	21/6/2020
Supplier Name	Venkataramana Stationery And Printing Works	PO/WO amount	1,416/-
Firm/Company	SOV LLC	Project	80052
Sl. No.	Bill No.	Bill Date	Bill amount
1.	076	4/6/2020	1,416/-
2.			
3.			
4.			

Amount A – Bills total (Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	80052	☒ 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:

Amount E – PO / WO value:

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 / WO?	☒ 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	18 JUN 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

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. Silver oak villas LLP

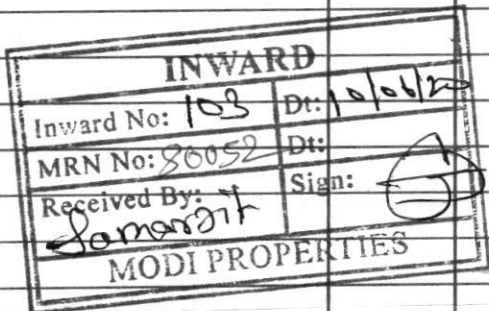
Order No 67658 Date 2/6/20

Delivery Challan No Date

GSTIN 36ADBFS3288A2Z7

Bill No. 076 Date 4/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Desk Tray		3	400		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

Total	1200		
SUB Total			
CGST	108		
SGST	108		
Grand Total	1416	00	1416=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

Purchase Order

Page(s) 1 Of 1

03-06-2020 2:40:42 PM



67658

03.06.20 12:48:12

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	67658	16200
Doc Date	02-06-2020	
Quote No	Nil	
Quote Date	02-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4020 - Consumables - Desk Tray - NA - nos	3.00	400.00	0.00	18.00	1,416.00
Total Order Value . . .					1,416.00

Rupees : One Thousand Four Hundred Sixteen 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 Ho use purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		01-06-2020	
Site & Phase :		HO		Time:		17:20PM	
Supplier				Req. No.		16200	
				ID No.		57329	
No	Description	Size	Quantity	Units	Inward No	Date	
1	DESK RACKS		3	3			
2	67658						
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: ASH COLOUR TOUGH SUBSTANCE							
Prepared By		Naveen Kumar		Approved by			
Sign. & Date		01-06-2020		Sign. & Date			



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