PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/6/20	Prepared by:	T. Bhaskar
PO/WO no.	67640	PO / WO Date.	1/6/20
Supplier Name	Venkatrama Shetty	PO/WO amount	35415
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	091	9/6/20	35415
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			35415

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79751	☑ Yes □ No
2.			79967	☑ 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:	35415
Amount E – PO / WO value:	35415
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	26/6/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]				
Date	23/6/20						

APPROVED 23 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
M.G. Road Secunderabad
GSTIN 36-ACQFS 2044 C1Z7

Order No 67640-14573 Date
Delivery Challan No Date
Bill No. 091 Date 9/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper 75gsm	✓	100pkt	210	21000				
2	AB 2010 Paper	✓	5pkt	450	2250				
3	Box files	✓	50ps	35		1750			
4	Permanent Marker	✓	90ps	15	1350				
5	Whitner pens	✓	20ps	20		400			
6	Stamp Pad	✓	20ps	40		800			
7	Highlighters	✓	20pc	15	300				
8	Pens	✓	200ps	3	600				
9	Stapler Pin 24/6 ✓	✓	20pkt	12		240			
10	Stapler Pin No:10	✓	60pkt	5.50		330			
11	Pencil	✓	5pkt	40	200				
12	Executive Bond	✗	5pkt	420		2100			
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	25700	5620			
				CGST	1542	505.80			
				SGST	1542	505.80			
				Grand Total	28784	6631.60		35415	60

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 6830 Date: 13/6/20 Sign:

INWARD
Inward No: 14387 Dt: 13/6/20
MRN No: 79962 Dt: 13/6/20
Received By: Sign:
SUMMIT SALES LLP

Rupees..........

INWARD
Inward No: 14356 Dt: 9/6/20
MRN No: 79751 Dt: 10/6/20
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

Stores Manager

Signature

Purchase Order

 04-06-2020 13:33:13

67640
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	**Doc No**	67640	14573
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	01-06-2020	
	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	7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
2	7554 - Stationery - other - Paper - A3 - bundles	5.00	450.00	0.00	12.00	2,520.00
3	7507 - Stationery - other - Box file - Big - nos	50.00	35.00	0.00	18.00	2,065.00
4	7544 - Stationery - other - Marker - NA - nos *Blue/black/red each 30 nos*	90.00	15.00	0.00	12.00	1,512.00
5	7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
6	7592 - Stationery - other - stamp pad - NA - nos *blue*	20.00	40.00	0.00	18.00	944.00
7	7533 - Stationery - other - Highlighter - NA - nos	20.00	15.00	0.00	12.00	336.00
8	7560 - Stationery - other - Pen - NA - nos *blue/black each 100 nos*	200.00	3.00	0.00	12.00	672.00
9	7594 - Stationery - other - Stapler pin - other - boxes *24/6*	20.00	12.00	0.00	18.00	283.20
10	7594 - Stationery - other - Stapler pin - other - boxes *10 no*	60.00	5.50	0.00	18.00	389.40
11	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
12	7525 - Stationery - other - Executive Bond Paper - NA - bundles	5.00	420.00	0.00	18.00	2,478.00
					Total Order Value . . .	**35,415.60**

Rupees : Thirty Five Thousand Four Hundred Fifteen and Paise Sixty 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

For ***Summit Sales LLP***

Authorised Signatory

Name : 05/06/2020

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/___

Purchase Order

	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

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.05.20
Site & Phase :	SHLLP	Time:	15.22
Supplier		Req. No.	14573
Material required before date:		ID No.	57257

No	Description	Size	Quantity	Units	Inward No	Date
1	BOX FILE-BIG		50	NOS		
2	PERMANENT MARKER	BLUE	30	NOS		
3	PERMANENT MARKER	BLACK	30	NOS		
4	PERMANENT MARKER 67640	RED	30	NOS		
5	WHITENER PENS		20	NOS		
6	STAMP PAD	BLUE	20	NOS		
7	EXECUTIVE BOND PAPERS	WHITE	5	NOS		
8	HIGHLIGHTER		20	NOS		
9	PAPER	A3	5	BDL		
10	PAPER	A4	100	BDL		
11	ORDINARY PEN	BLUE	100	NOS		
12	ORDINARY PEN	BLACK	100	NOS		
13	STAPLER PIN NO-10		60	NOS		
14	STAPLER NO-10		20	NOS		
15	PENCIL BOX		5	NOS		

Remarks:For stock maintainance			
Prepared By	MOUNIKA	Approved by	APPROVED BY 03 JUN 2020 SONAM MODI MANAGING DIRECTOR
Sign.& Date	28.05.20	Sign. & Date	

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