

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		25/06/2020		Prepared by:		MINISH	
PO/WO no.		67953		PO / WO Date.		13/06/2020.	
Supplier Name		Venukudramana Stationery & Binding World's		PO/WO amount		3,156/50	
Firm/Company		S S L L P .		Project		H/O .	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	146	22/06/2020.	3,156/50.				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,156/50	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80405	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						3,156/50	
Amount E – PO / WO value:						3,156/50	
Amount F – Difference (A – E):						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. _____ /- <input checked="" type="checkbox"/> No				
Payment – due date			28/06/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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. Summit-Salony UP
M.G. Road (Sec-Bad)
GSTIN 36ACQF3204HCLZ7

Order No 67953 Date _____
Delivery Challan No _____ Date _____
Bill No. 146-20-21 Date 22/6/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Cash Book		50	40		2000			
2	Register 20		15	45		675			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 212 Dt: 23/6/20
MRN No: 30405 Dt: _____
Received By: [Signature]
MODI PROPERTIES

INWARD
No: 66128
Date: 24/6/20
Sign: [Signature]
MODI PROPERTIES

Rupees.....
Receiver's Signature & Seal _____

Total			
SUB Total		2675	
CGST		240.75	
SGST		240.75	
Grand Total		3156.50	3156.50

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 [Signature]

Purchase Order

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13-06-2020 10:20:44



67953

03.06.20 12:48:14

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	67953	16235
Doc Date	13-06-2020	
Quote No	Nil	
Quote Date	13-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7671 - Stationery - other - Books - NA - nos cash book	50.00	40.00	0.00	18.00	2,360.00
2 7576 - Stationery - other - Register - other - nos Notes register	15.00	45.00	0.00	18.00	796.50
Total Order Value . . .					3,156.50

Rupees : Three Thousand One Hundred Fifty Six and Paise Fifty 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 staff use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : _____

[Signature]
13/06/2020

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Date : ___/___/___

