PURCHASE DIVISION

Advice for approval for credit to supplier

Date: 26/06/20		Prepared by:	Sk. Gousha Begum
PO/WO no.	68030	PO / WO Date.	16/06/20
Supplier Name	Venkatramana Stationery & binding works	PO/WO amount	32,252/-
Firm/Company	SSCup	Project	SHCup
Sl. No.	Bill No.	Bill Date	Bill amount
1.	124	18/06/20	32,252/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			32,252/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80163	☑ 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:	32,252/-
Amount E – PO / WO value:	32,252/-
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	27/06/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Gouri		APPROVED 27 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	27/06/20						

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 36ACAFS2044C127

Order No 68030 Date 18/6/2020

Delivery Challan No Date

Bill No. 124 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 Paper		100	210	21000			
2	Box File Big		100	34		3400		
3	" Small		100	31		3100		
4	MDPG Role		30	30		900		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total	21000	7400		
				SUB Total				
				CGST	1260	666		
				SGST	1260	666		
				Grand Total	23520	8732		32252 00

MDD PROPERTIES PVT LTD * SECBAD *
INWARD No. 6675 Date 23/06/20

Certified by:
Stores Manager

Rupees..........

INWARD
Inward No: 14407 Dt: 19/6/20
MRN No: 80163 Dt: 19/6/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

GSTIN: 36AEJPP58T1M1Z2

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

Purchase Order

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68030
16.06.20 2:49:39

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	68030	14622
Doc Date	16-06-2020	
Quote No	Nil	
Quote Date	16-06-2020	
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 *JK paper bundle*	100.00	210.00	0.00	12.00	23,520.00
2	7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
3	7508 - Stationery - other - Box file - small - nos	100.00	31.00	0.00	18.00	3,658.00
4	6147 - Miscellaneous - HDPE rope - NA - Bundles	30.00	30.00	0.00	18.00	1,062.00
					Total Order Value . . .	**32,252.00**

Rupees : Thirty Two Thousand Two Hundred Fifty Two 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 : 17/06/2020

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	15.06.2020
Site & Phase :	SHLLP	Time:	15.20
Supplier		Req. No.	14622
Material required before date:		ID No.	57669

No	Description	Size	Quantity	Units	Inward No	Date
1	CASH BOOK		100	NOS		
2	NOTE REGISTER -200 PAGES		24	NOS		
3	BOX FILE PO 68030.	BIG	100	NOS		
4	BOX FILE	SMALL	100	NOS		
5	HDPE ROPE		30	BDL		
6	PAPER	A4	100	NOS		
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	15.06.2020	Sign. & Date	

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

APPROVED BY
15 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

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**	68030	14622
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	16-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	16-06-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

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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	

APPROVED BY
17 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

T. Bhaskar

For ***Summit Sales LLP***

Authorised Signatory

Name : 17/06/2020

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____