PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/06/2020	Prepared by:	SK.Goushee Begum
PO/WO no.	68113	PO / WO Date.	19/06/20
Supplier Name	Venkatramana Stationery & Bindingworks	PO/WO amount	1,416/-
Firm/Company	SSUP	Project	SHUP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	148	22/06/20	1,416/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,416/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80396	☑ 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:	1,416/-
Amount E – PO / WO value:	1,416/-
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 accept~~able 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	**04/07/20**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Gww						
Date	28/06/20						

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
M.G. Road (Sec-Bad)

GSTIN 36 ACQFS 2044 C1Z7

Order No 68113 Date

Delivery Challan No Date

Bill No. 148 -20-21 Date 22/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Key chain rings		300	4		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total						
			SUB Total			1200			
			CGST			108			
			SGST			108			
			Grand Total			1416		1416	00

Rupees..........

INWARD
Inward No: 14417 Dt: 22/6/20
MRN No: 80396 Dt: 24/6/20
Received By: Sign:
SUMMIT SALES LLP

INWARD No. 6683 Date 29/06/20 Sign.
PROPERTIES PVT. LTD. SEC'BAD

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. 06910102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 19-06-2020 1:40:08 PM

68113
20.06.20 3:01:17

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**	68113	14631
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	19-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	19-06-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4036 - Consumables - Keychain rings - NA - nos	300.00	4.00	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	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		
Site & Phase :	SHLLP	Date:	17.06.2020
Supplier		Time:	15.30
Material required before date:		Req. No.	14631
		ID No.	57731

No	Description	Size	Quantity	Units	Inward No	Date
1	ODONIL PO 68094		48	NOS		
2	ROOM FRESHNER		24	NOS		
3	COCONUT BROOMS		200	NOS		
4	KEY CHAIN RINGS		300	NOS		
5	SPONGES 68112		500	NOS		
6	MOPPING CLOTH 68113		120	NOS		
7	LIZOL		48	NOS		
8	MOPPING STICK		24	NOS		
9	WATER BOTTLES		24	NOS		
10	ACID		60	NOS		
11	SANTOOR HAND WASH		50	NOS		
12	DETTOL ANTISEPTIC LIQUID		20	NOS		
12	VIM BAR		30	NOS		
13	CLEANING CLOTH		120	NOS		
14	AIER PACKET		30	NOS		
15	BOMBAY BROOMS	BIG	50	NOS		
16	PLASTIC BUCKET WITH MUG		10	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	17.06.2020	Sign. & Date	

APPROVED BY
17 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

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