PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7-7-20	Prepared by:	T.Bhasker
PO/WO no.	68302	PO / WO Date.	25/6/20
Supplier Name	Venkatra Station)	PO/WO amount	21294
Firm/Company	SSLLp	Project	SHLLp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	174	30/6/20	21294
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21294

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80695	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	21294
Amount E – PO / WO value:	21294
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	11/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	7/7/20						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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 36ACQFS2044C1Z7

Order No 68302 Date 25/6/20

Delivery Challan No Date

Bill No. 174 Date 30/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Projects Folder		500	5/-		2500			
2	Ring Binder		36	185		6660			
3	Marker (Red)		30	15	450				
4	Marker (Black)		20	15	300				
5	Pen (Red)		100	5/-	500				
6	Highligter		50	15	750				
7	Scissors		6	50		300			
8	Scribbling Pads		100	12		1200			
9	Binder Clips 15MM		5	18		90			
10	Binder Clips 19MM		5	30		150			
11	Plastic cards		300	5		1500			
12	Pen Drive		6	500	3000				
13	HDPE rope		30	30		900			
14									
15									
16									
17									
18									
19									
20									

Certified by:

Stores Manager

INWARD
Inward No: 14485 Dt: 01/7/20
MRN No: 80695 Dt: 1/7/20
Received By: Sign:
SUMMIT SALES LLP

Rupees

	12% GST	18% GST	0% -5% GST	Amount
Total	5000	13300		
SUB Total				
CGST	300	1197		
SGST	300	1197		
Grand Total	5600	15694		21294=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

INWARD 67059 4/7/20

Signature

Purchase Order

 26-06-2020 12:18:10 PM

68302
24.06.20 12:19:11

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.

27842572
9849360076

Doc No	68302	14649
Doc Date	25-06-2020	
Quote No	Nil	
Quote Date	25-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
2 7578 - Stationery - other - Ring Binder - other - nos	36.00	185.00	0.00	18.00	7,858.80
3 7544 - Stationery - other - Marker - NA - nos *Red*	30.00	15.00	0.00	12.00	504.00
4 7544 - Stationery - other - Marker - NA - nos *Black*	20.00	15.00	0.00	12.00	336.00
5 7560 - Stationery - other - Pen - NA - nos *Red*	100.00	5.00	0.00	12.00	560.00
6 7533 - Stationery - other - Highlighter - NA - nos	50.00	15.00	0.00	12.00	840.00
7 9561 - Tools - Scissors - other - nos	6.00	50.00	0.00	18.00	354.00
8 7584 - Stationery - other - Scribbling Pads - other - nos	100.00	12.00	0.00	18.00	1,416.00
9 7505 - Stationery - other - Binder Clips - other - boxes *15mm*	5.00	18.00	0.00	18.00	106.20
10 7505 - Stationery - other - Binder Clips - other - boxes *19mm*	5.00	30.00	0.00	18.00	177.00
11 6100 - Miscellaneous - Plastic Cards - Others - nos	300.00	5.00	0.00	18.00	1,770.00
12 3518 - Computers and Peripherals - Pen Drive - other - nos	6.00	500.00	0.00	12.00	3,360.00
13 6147 - Miscellaneous - HDPE rope - NA - Bundles	30.00	30.00	0.00	18.00	1,062.00
				Total Order Value . . .	**21,294.00**

Rupees : Twenty One Thousand Two Hundred Ninty Four Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

For *Summit Sales LLP*

Authorised Signatory

26/06/2020

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.06.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14649
Material required before date:		ID No.	57900

No	Description	Size	Quantity	Units	Inward No	Date
1	RING BINDER FILES	A3	36	NOS		
2	PROJECT FOLDER	A3	500	NOS		
3	MARKER	RED	30	NOS		
4	MARKER	BLACK	20	NOS		
5	CELLO PEN	RED	100	NOS		
6	HIGH LIGHTER		50	NOS		
7	SCISSOR		6	NOS		
8	SCRIBLING PADS		100	NOS		
9	BINDING CLIP	15 MM	5	BOXES		
10	BINDING CLIP	19 MM	5	BOXES		
11	PLASTIC CARD		300	NOS		
12	HDPE ROPE		30	BDL		
13	PENDRIVE		6	NOS		

PO 68302

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign.& Date	24.06.2020	Sign. & Date	

APPROVED BY
25 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

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