PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	7-7-20	Prepared by:	T.Bhasker
PO/WO no.	68357	PO / WO Date.	1/6/20
Supplier Name	Venkata Stating	PO/WO amount	31190
Firm/Company	SSCCP	Project	SHCCP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	172	30/6/20	31190
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			31190

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80754	☑ 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:				31190
Amount E – PO / WO value:				31190
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 68357 Date 27/6/20
Delivery Challan No Date
Bill No. 172 Date 30/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Paper A4		100	210	21000				
2	Box Files small		100	31		3100			
3	Box files Big		100	34		3400			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Total				21000	6500			
	SUB Total								
	CGST				1260	585			
	SGST				1260	585			
	Grand Total				23520	7670		31190	=00

Certified by:
Stores Manager

INWARD
Inward No: 14486 Dt: 01/7/20
MRN No: 80754 Dt: 03/07/20
Received By: Sign:
SUMMIT SALES LLP

Rupees..........

Receiver's Signature & Seal

INWARD
67060
4/7/20
SEC'BAD

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

Purchase Order

 27-06-2020 17:29:27

68357
24.06.20 12:19:12

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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	68357	14652
Doc Date	01-06-2020	
Quote No	Nil	
Quote Date	27-06-2020	
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	100.00	210.00	0.00	12.00	23,520.00
2	7508 - Stationery - other - Box file - small - nos	100.00	31.00	0.00	18.00	3,658.00
3	7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
					Total Order Value . . .	**31,190.00**

Rupees : Thirty One Thousand One Hundred Ninty 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 : 27/06/2020

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : __________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	26.06.2020
Site & Phase :	SHLLP	Time:	1.00
Supplier		Req. No.	14652
Material required before date:		ID No.	57981

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER	A4	100	BDL		
2	BOX FILE PO 68357	BIG	100	NOS		
3	BOX FILE	SMALL	100	NOS		
4						
5						
6						
7						
8						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	26.06.2020	Sign. & Date	

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

APPROVED BY
26 JUN 2020
SOHAM MODI
MANAGING DIRECTOR