(8)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/7/2020	Prepared by:	K.R. Charyulu
PO/WO no.	68186	PO / WO Date.	22/6/2020
Supplier Name	Venkataramana stationery & Binders	PO/WO amount	1,416/-
Firm/Company	SSLLR	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	173	22/6/2020	1,416/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,416/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	80762	☑ ~~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 (explain~~ed 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	13/7/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	✓						
Date	6/7/2020						

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 68186 Date 22/6/20

Delivery Challan No Date

Bill No. 173 Date 30/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermacol		100	12/-		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		1200			
				SUB Total					
				CGST		108			
				SGST		108			
				Grand Total		1416		1416=00	

Certified by:
Stores Manager

Rupees........

INWARD
Inward No: 14489 Dt: 01/7/20
MRN No: 80762 Dt: 03/7/20
Received By: Sign:
SUMMIT SALES LLP

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

INWARD No. 67058 Date 4/7/20 Sign.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 22-06-2020 1:55:34 PM

68186
20.06.20 3:01:17

py

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.	**Doc No**	68186	14636
	Doc Date	22-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	22-06-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	4658 - Electrical - other - Thermacol - NA - nos	100.00	12.00	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	Date:	20.06.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14636
Material required before date:		ID No.	57800

No	Description	Size	Quantity	Units	Inward No	Date
1	PIPE	1.5MM	300	NOS		
2	DEEP BOX -4 WAY 68185	25MM	240	NOS		
3	FAN BOX		100	NOS		
4	METAL BOX	8 WAY	60	NOS		
5	THERMACOL SHEET 68186		100	NOS		
6	PVC ROUND COVER	6"	300	NOS		
7	TV WIRE 68187		2000	MTRS		
8	TELEPHONE WIRE		20	NOS		
9	AL SERVICE WIRE	7/20	2000	MTRS		
10	AL SERVICE WIRE	3/20	450	MTRS		
11	BENTONITE POWDER		10	NOS		
12	FLAT EARTH PATTI		20	LEN		

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	APPROVED BY 20 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	20.06.2020	Sign. & Date	

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