

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 8/7/10		Prepared by: T.D. Nuneey	
PO/WO no. 68799		PO / WO Date. 29/6/10	
Supplier Name Venkataraman Pandey Stationery & Printing		PO/WO amount Rs. 1800/-	
Firm/Company Summit Sales Rep		Project SHLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	180	1/7/10	Rs. 1,800/-
2.			/
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,800/-
Sl. No.	DC No	DC. Date	MRN No.
1.	180	1/7/10	80768
2.			
3.			
4.			
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 1,800/-
Amount E – PO / WO value:			Rs. 1800/-
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		11/7/10	
Remarks: /			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	8/7/10		

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: venkataramana.bindingworks@gmail.com

To Summit Sales. LLPOrder No 68399Date 1/7/2020

Delivery Challan No

Date

GSTIN 36AEJPP5811M1Z2Bill No. 180

Date

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	check piece ✓		10 Box	180			1800		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Rupees.....					Total			1800	
INWARD					SUB Total				
Inward No: <u>14496</u> Dt: <u>02/7/20</u>					CGST				
MRN No: <u>80768</u> Dt: <u>03/7/20</u>					SGST				
Received By: <u>[Signature]</u> Sign: <u>[Signature]</u>					Grand Total			1800	00
Receiver's Signature & Seal <u>SUMMIT SALES LLP</u>									

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

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30-06-2020 10:22:03 AM



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From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

68399

24.06.20 12:19:12

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

Doc No	68399	14665
Doc Date	29-06-2020	
Quote No	Nil	
Quote Date	29-06-2020	
SupplyType	Supply	

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7515 - Stationery - other - Chalkpiece - NA - boxes	10.00	180.00	0.00	0.00	1,800.00
Total Order Value . . .					1,800.00
Rupees : One Thousand Eight Hundred 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.
Penalty 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 maintenance 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:		27.06.2020	
Site & Phase :		SHLLP		Time:		16.42	
Supplier				Req. No.		14665	
Material required before date:				ID No.		58017	

No	Description	Size	Quantity	Units	Inward No	Date
1	GREEN HOSE PIPE 68395		20	BDLS		
2	ARALDITE	500 GMS	20	NOS		
3	ARMOUR BOARD 68398		20	NOS		
4	CHALK PIECE 68399		10 cartoon	CARTOON		
5	ALL IN ONE 68400		5000	NOS		
6	SPONGES 68400		500	NOS		
7	JANTA PASTE 68402	500 GMS	20	NOS		
8	WALL CARE PUTTY	20KG	10	NOS		
9						
10						
11						
12						

Remarks:

Prepared By	SOWMYA	Approved by	
Sign. & Date	27.06.2020	Sign. & Date	

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

27 JUN 2020