PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	8/7/10	Prepared by:	T. D. Murthy
PO/WO no.	68396	PO / WO Date.	29/6/10
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	Rs. 1,416/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	79	1/7/10	Rs. 1,416/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,416/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	79	1/7/10	80770	☑ 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:	Rs. 1,416/-
Amount E – PO / WO value:	Rs. 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 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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
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/-

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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 36ACGFS2044C127

Order No 68396 Date 1/7/2020

Delivery Challan No Date

Bill No. 179 Date

Sl-No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermacole		100	12		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Certified by:

Stores Manager

Total		1200			
SUB Total					
CGST		108			
SGST		108			
Grand Total		1416		1416	00

Rupees.......................................

INWARD

Inward No: 14498 Dt: 02/7/20

MRN No: 80770 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.

67056
1/7/20

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

 30-06-2020 10:22:03 AM

68396
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**	68396	14659
	Doc Date	29-06-2020	
	Quote No	Nil	
	Quote Date	29-06-2020	
	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 : 30/06/2020

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		
Site & Phase :	SHLLP	Date:	27.06.2020
Supplier		Time:	1.30
Material required before date:		Req. No.	14659
		ID No.	58015

No	Description	Size	Quantity	Units	Inward No	
1	HARPIC					
2	LIZOL		24	NOS		
3	HAND WASH-SANTOOR		48	NOS		
4	ROOM FRESHNER		60	NOS		
5	WATER BOTTLES		24	NOS		
6	DETTOL LIQUID		36	NOS		
7	DUST BIN		24	NOS		
8	PLASTIC BUCKET WITH MUG		12	NOS		
9	JANTA PASTE		12	NOS		
10	THERMOCOL 68396		30	NOS		
11	BOMBAY BROOMS 68397		100	NOS		
12	GOVA ROPE	SMALL	300	NOS		
13	BLEACHING POWDER 68393		20	BDL		
14	HACKSAW BLADE 68394		200	KGS		
15	MOPPING STICK	DOUBLE	200	NOS		
16	BINDING WIRE		30	NOS		
17	GREEN HOSE PIPE		500	KG		
18	PLASTIC GAMPA		20	BDL		
			60	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA		
Sign.& Date	27.06.2020	Approved by	
		Sign. & Date	27 JUN 2020

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