PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/7/20.	Prepared by:	SOWMYA
PO/WO no.	68551	PO / WO Date.	8/7/20.
Supplier Name	Venkataramana Stationary & Binding works	PO/WO amount	30,756
Firm/Company	SSllp	Project	SShllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	203	8/7/20.	30,696
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			30,696

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	81026	☑ 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:	30,696.
Amount E – PO / WO value:	30,756.
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	**18.7.2020**

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowya						
Date	13/7/20						

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 36ACGFS2044C1Z7

Order No 68551 Date 8/7/2020

Delivery Challan No Date

Bill No. 203 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Marker Green)		20	15	300			
2	" Blue		20	15	300			
3	" Red		20	15	300			
4	" Black		30	15	450			
5	Pen (Red/Blue/Black)		150	5	750			
6	Pen (Red/Blue)		100	3	300			
7	A4 Paper		50	210	10500			
8	A3 Paper		10	650	6500			
9	Binder CLIPS. 15mm		50	18		900		
10	" " 19mm		50	18		900		
11	Tag's		10	60		600		
12	Acrystick		30	20		600		
13	HDPE Rope		20	30		600		
14	Rubber band		10	40		400		
15	Key chain Rings 20/7/20		500	4		2000		
16	Stapler Big		5	180		900		
17	Stapler small		20	35		700		
18								
19								
20								
				Total	19400	7600		
				SUB Total				
				CGST	1164	684		
				SGST	1164	684		
				Grand Total	21728	8968		30696 00

Rupees.........

Receiver's Signature & Seal

INWARD
Inward No: 14552 Dt: 9/7/20
MRN No: 81026 Dt: 11/7/20
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 67413 Date 13/7 Sign.

INWARD
Inward No: 14606 Dt: 20/7/20
MRN No: 81336 Dt: 20/7/20
Received By: Sign:
SUMMIT SALES LLP

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

Certified by: Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

02-07-2020 12:43:53 PM

68551

02.07.20 12:12:26

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	**Doc No**	68551	14687
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	02-07-2020	
	Quote No	Nil	
27842572	**Quote Date**	02-07-2020	
9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	7544 - Stationery - other - Marker - NA - nos *Green*	20.00	15.00	0.00	12.00	336.00
2	7544 - Stationery - other - Marker - NA - nos *Blue*	20.00	15.00	0.00	12.00	336.00
3	7544 - Stationery - other - Marker - NA - nos *Red*	20.00	15.00	0.00	12.00	336.00
4	7544 - Stationery - other - Marker - NA - nos *Black*	30.00	15.00	0.00	12.00	504.00
5	7560 - Stationery - other - Pen - NA - nos *Red-50 Blue-50 Black-50*	150.00	5.00	0.00	12.00	840.00
6	7560 - Stationery - other - Pen - NA - nos *Red-50 each-50*	100.00	3.00	0.00	12.00	336.00
7	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
8	7554 - Stationery - other - Paper - A3 - bundles	10.00	650.00	0.00	12.00	7,280.00
9	7505 - Stationery - other - Binder Clips - other - boxes *15mm*	50.00	18.00	0.00	18.00	1,062.00
10	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	50.00	18.00	0.00	18.00	1,062.00
11	7597 - Stationery - other - Tags - NA - pkts	10.00	60.00	0.00	28.00	768.00
12	7528 - Stationery - other - Fevistick - NA - nos	30.00	20.00	0.00	18.00	708.00
13	6147 - Miscellaneous - HDPE rope - NA - Bundles	20.00	30.00	0.00	18.00	708.00
14	7581 - Stationery - other - Rubber Bands - NA - pkts	10.00	40.00	0.00	18.00	472.00
15	4036 - Consumables - Keychain rings - NA - nos	500.00	4.00	0.00	18.00	2,360.00
16	7593 - Stationery - other - Stapler - other - nos *Big*	5.00	180.00	0.00	18.00	1,062.00
17	7593 - Stationery - other - Stapler - other - nos	20.00	35.00	0.00	18.00	826.00

For ***Summit Sales LLP***

Authorised Signatory

Name : 02/07/2020

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

PO
68545

Requisition Form

Company Name:	SSLLP	Date:	1.7.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14688
Material required before date:		ID No.	58174

No	Description	Size	Quantity	Units	Inward No	Date
1	ODONIL		30	NOS		
2	BOMBAY BROOMS	BIG	50	NOS		
3	DETTOL LIQUID		15	NOS		
4	HELMET FEMALE		50	NOS		
5	HELMET MALE		50	NOS		
6	GLOVES STANDARD		2	PAIR		
7	MOPPING CLOTH		120	NOS		
8	YELLOW CLOTH		120	NOS		
9	WIPER		20	NOS		
10	MEASURING TAPE	5MTRS	20	NOS		
11	MEASURING PVC TAPE	30MTRS	5	BDL		
12	STEEL MEASURING TAPE	30MTRS	5	NOS		
13	PHINOYL		60	NOS		
14						
15						
16						
17						
37						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	1.07.2020	Sign. & Date	

APPROVED BY
01 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

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