PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/8/20.	Prepared by:	SOWMYA
PO/WO no.	68959	PO / WO Date.	30/7/20.
Supplier Name	Venkataramana Stationary & Binding works	PO/WO amount	5,515
Firm/Company	Sellp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	260	6/8/20.	5,515
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,515

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81858	☑ 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:				5,515
Amount E – PO / WO value:				5,515
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	**14.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	7/8/20						

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 36ACQFS 2044 C1Z7

Order No 68959 Date 6/8/2020

Delivery Challan No Date

Bill No. 260 Date 6/8/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box filers (Big)		50 nos	34		1700			
2	Box filers (Small)		50 nos	31		1550			
3	Pen drives		3 nos	500	1500				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	1500	3250			
				CGST	90	292.50			
				SGST	90	292.50			
				Grand Total	1680	3835		5515.	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No 68265
Date 13/8

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

INWARD
Inward No: 14688 Dt: 6/8/20
MRN No: 81858 Dt: 7/8/20
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Verified by:
Stores Manager

Signature

Purchase Order

 23-07-2020 4:34:38 PM

68959
21.07.20 2:16:56

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**	68959	14717
	Doc Date	20-07-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	20-07-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos	50.00	34.00	0.00	18.00	2,006.00
2	7508 - Stationery - other - Box file - small - nos	50.00	31.00	0.00	18.00	1,829.00
3	3518 - Computers and Peripherals - Pen Drive - other - nos	3.00	500.00	0.00	12.00	1,680.00
	Total Order Value . . .					**5,515.00**

Rupees : Five Thousand Five Hundred Fifteen 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	15.7.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14717
Material required before date:		ID No.	58584

No	Description	Size	Quantity	Units	Inward No	Date
1	SPADE WITH HANDLE 68956		40	NOS		
2	CUBE TESTING MOULDS 68957		12	NOS		
3	MALE HELMET 68958		50	NOS		
4	PENDRIVE		3	NOS		
5	SCRIBLING PADS 68959		60	NOS		
6	BOX FILE	BIG	50	NOS		
7	BOX FILE	SMALL	50	NOS		
8	BOMBAY BROOMS	BIG	20	NOS		
9	DETTOL HANDWASH		24	NOS		
10	BOMBAY BROOMS	SMALL	200	NOS		
11	WATER BOTTLES 68960		36	NOS		
12	BLEACHING POWDER		200	KGS		
13	BUBBLE CANS	20LTS	20	NOS		

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	15.07.2020	Sign. & Date	22 JUL 2020 SOHAM MODI MANAGING DIRECTOR

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