PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/8/20.	Prepared by:	SOWMYA
PO/WO no.	69128	PO / WO Date.	25/7/20
Supplier Name	Venkataramana Stationary & Binding works	PO/WO amount	34,343
Firm/Company	SS/Lp	Project	LS/Llp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	259	6/8/20	34,343
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			34,343

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81859	☑ 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:				34,343
Amount E – PO / WO value:				34,343
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 36 ACQ FS 2046 C127

Order No 69128 Date 6/8/2020
Delivery Challan No Date
Bill No. 259 Date 6/8/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	pens, cello	✓	100 nos	5	500				
2	Markers (blue)	✓	20 nos	15	300				
3	pens (blue-60) (black) 60	✓	120 nos	3	360				
4	paper - A4	✓	100 pkt.	210	21000				
5	Key board	✓	5 pcs	375		1875			
6	Mouse	✓	5 pcs	250		1250			
7	feviStick	✓	20 nos	20		400			
8	file folders (below)	✓	300 nos	5		1500			
9	Tag filers	✓	50 pkts	12		600			
10	Ledger paper - (white)		5 pcs	330	1650				
11	Cutter	✓	20 nos	8		160			
12	Pin Remover	✓	24 nos	30		720			
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	23810	6505			
				CGST	1428.60	585.45			
				SGST	1428.60	585.45			
				Grand Total	26667.20	7675.90		34,343	10

MODI PROPERTIES PVT. LTD. SECUNDERABAD
INWARD
No. 68266
Date 13/8

INWARD
Inward No: 14689 Dt: 6/8/20
MRN No: 81859 Dt: 7/8/20
Received By: Sign:
SUMMIT SALES LLP

Rupees...

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

Certified by:
Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 25-07-2020 4:47:56 PM

69128
31.07.20 12:08:29

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**	69128	14745
	Doc Date	25-07-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	25-07-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *cello*	100.00	5.00	0.00	12.00	560.00
2	7544 - Stationery - other - Marker - NA - nos *blue*	20.00	15.00	0.00	12.00	336.00
3	7560 - Stationery - other - Pen - NA - nos *blue -60 black 60nos*	120.00	3.00	0.00	12.00	403.20
4	7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
5	3511 - Computers and Peripherals - Key board - NA - nos	5.00	375.00	0.00	18.00	2,212.50
6	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	250.00	0.00	18.00	1,475.00
7	7528 - Stationery - other - Fevistick - NA - nos	20.00	20.00	0.00	18.00	472.00
8	7529 - Stationery - other - File Folders - NA - nos *Legal size*	300.00	5.00	0.00	18.00	1,770.00
9	7596 - Stationery - other - Tag files - NA - nos	50.00	12.00	0.00	18.00	708.00
10	7542 - Stationery - other - Ledger Paper - NA - bundles *white*	5.00	330.00	0.00	12.00	1,848.00
11	7519 - Stationery - other - Cutter - NA - nos	20.00	8.00	0.00	18.00	188.80
12	7595 - Stationery - other - Stationery - NA - nos *Pin Remover*	24.00	30.00	0.00	18.00	849.60
			Total Order Value . . .			**34,343.10**

Rupees : Thirty Four Thousand Three Hundred Fourty Three and Paise Ten 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

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Purchase Order

 25-07-2020 4:47:56 PM Original / Office Copy / Purchase Div.Copy

	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:	22.7.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14745
Material required before date:		ID No.	58701

No	Description	Size	Quantity	Units	Inward No	Date
1	CELLO PEN	BLUE	200	NOS		
2	PERMANENT MARKER	BLUE	20	NOS		
3	ORDINARY PEN	BLUE	60	NOS		
4	ORDINARY PEN	BLACK	60	NOS		
5	PAPER	A4	100	BDL		
6	KEY BOARD 69128		5	NOS		
7	MOUSE		5	NOS		
8	FEVISTICK		20	NOS		
9	PLASTIC FOLDER		300	NOS		
10	TAG FILE		50	NOS		
11	PIN REMOVER		24	NOS		
12	LEGAL PAPER	WHITE	5	BDL		
13	CUTTTER		20	NOS		
14						
15						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	22.07.2020	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.