PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/8/20.	Prepared by:	SOWMYA
PO/WO no.	69457	PO / WO Date.	7/8/20
Supplier Name	Venkataramana Stationary & Binding works.	PO/WO amount	43,138
Firm/Company	SSLLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	303	25/8/20.	41,794
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			41,794.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82313	☑ 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:	41,794.
Amount E – PO / WO value:	43138
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	**29.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	27/8/20.						

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 Saleu LLP
M.G. Road (Sec-Bad)
GSTIN 36 ACQFS 2044 C1Z7

27/8/20

Order No 69457/14780 Date
Delivery Challan No Date 7/8/20
Bill No. 303-20-21 Date 25/8/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 Ring Binder		24no	185		4440			
2	A4 Ring Binder		12ps	90		1080			
3	A4 Paper		150	210	31500				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	31,500	5,520			
				CGST	1890	496.80			
				SGST	1890	496.80			
				Grand Total	35,280	6513.60		41,793.	60

MODI PROPERTIES PVT LTD SEC'BAD
INWARD No. 68640
Dt. 27/8

Rupees..

INWARD
Inward No: 14777 Dt: 26/8/20
MRN No: 82313 Dt: 26/8/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

Certified by:
Stores Manager

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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69457
06.08.20 2:48:33

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**	69457	14780
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	07-08-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	07-08-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7578 - Stationery - other - Ring Binder - other - nos *A3*	24.00	185.00	0.00	18.00	5,239.20
2	7578 - Stationery - other - Ring Binder - other - nos *A4*	12.00	185.00	0.00	18.00	2,619.60
3	7555 - Stationery - other - Paper - A4 - bundles *A4*	150.00	210.00	0.00	12.00	35,280.00
					Total Order Value . . .	**43,138.80**

Rupees : Fourty Three Thousand One Hundred Thirty Eight and Paise Eighty Only.

Terms and Conditions :-

Specification /	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	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

07/08/2020

Name :

Contact - -

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	05.08.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14780
Material required before date:		ID No.	58980

No	Description	Size	Quantity	Units	Inward No	Date
1	RING BINDERS	A3	24	NOS		
2	RING BINDERS	A4	12	NOS		
3	PAPER	A4	150	BDL		
4						
5						
6						
7		P.O. 69457				
8						
10						

Remarks: For Stock maintenance and site

Prepared By	SOWMYA	Approved by	
Sign.& Date	05.08.2020	Sign. & Date	

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

APPROVED BY
05 AUG 2020
SOHAM MODI
MANAGING DIRECTOR