PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/8/20.	Prepared by:	SOWMYA
PO/WO no.	69657	PO / WO Date.	18/8/20.
Supplier Name	Venkataramana Stationary & Binding works	PO/WO amount	2,034
Firm/Company	sslp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	309	25/8/20.	2,034
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,034

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82312	☑ 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:				2,034.
Amount E – PO / WO value:				2,034
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 Sales LLP

GSTIN 36 ACQFS2044C1Z7

27/8/20

Order No 69657/14801 Date 18/8/20

Delivery Challan No Date

Bill No. 309 -20-21 Date 25/8/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Whitner pens		10 pcs	20		200			
2	Scissors		10 pcs	50		500			
3	Cutters		20 pcs	8		160			
4	Scribbling pads		60	12		720			
5	1 inch cello Tape		12	12		144			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		1724			
				CGST		155.16			
				SGST		155.16			
				Grand Total		2034.32		2034	32

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

INWARD
Inward No: 4776 Dt: 26/8/20
MRN No: 82312 Dt: 26/8/20
Received By: Sign:
SUMMIT SALES LLP

Inward No. 68628 Date 27/8

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

 18-08-2020 17:09:14

69657
14.08.20 11:47:15

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**	69657	14801
	Doc Date	18-08-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	18-08-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	7605 - Stationery - other - Whitner Pen - NA - nos	10.00	20.00	0.00	18.00	236.00
2	9561 - Tools - Scissors - other - nos	10.00	50.00	0.00	18.00	590.00
3	7519 - Stationery - other - Cutter - NA - nos	20.00	8.00	0.00	18.00	188.80
4	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
5	7513 - Stationery - other - Cello Tape - 1 In - nos *2 inch*	12.00	12.00	0.00	18.00	169.92
				Total Order Value . . .		**2,034.32**

Rupees : Two Thousand Thirty Four and Paise Thirty Two 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

Name : 19/08/2020

Contact - -

Accepted the above Terms And Conditions

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	12.08.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14801
Material required before date:		ID No.	59136

No	Description	Size	Quantity	Units	Inward No	Date
1	WHITNER		10	NOS		
2	SCISSOR		10	NOS		
3	CUTTER		20	NOS		
4	SCRIBLING PAD		60	NOS		
5	CELLO TAPE	2”	12	NOS		
6						
7						
8						
9						
10						

P.O. 69657

Remarks:For stock maintenance at ssllp

Prepared By	SOWMYA	Approved by	
Sign.& Date	12.08.2020	Sign. & Date	

APPROVED BY
14 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

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