

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/8/20		Prepared by: SOWMYA	
PO/WO no. 69656		PO / WO Date. 18/8/20	
Supplier Name Venkataswamy stationery & Binding works.		PO/WO amount 26,914	
Firm/Company slip		Project ship	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	308	25/8/20	24,199
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			24,199
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			82315 ☒ 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:			24,199
Amount E – PO / WO value:			26,914
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 / WO		☒ 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
MD	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: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales (P)M.G. Road (Sec-Bad)GSTIN 36ACQFS20H4C1Z7Order No 69656/1476 Date 18/8/20

Delivery Challan No _____ Date _____

Bill No. 308 - 20-21 Date 25/8/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Pens		500	3	1500			
2	White board markers		200	20	400			
3	A13 RING Binder		24	185		4440		
4	A14 RING Binder		24	90		2160		
5	Permanent Markers		90	15	1350			
6	Paper Weight		10	20		200		
7	CD Markers		30	15	450			
8	Cello Tape 1 inch		10	12		120		
9	Stapler pins		10	110		110		
10	A14 Paper		50	30	10,500			
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Certified by:

Stores Manager

INWARD

Rupees

Inward No: 4775 Dt: 26/8/20MRN No: 82315 Dt: 26/8/20Received By: _____ Sign: 21

SUMMIT SALES LLP

Receiver's Signature & Seal

Total			
SUB Total	14200	7030	
CGST	852	632.70	
SGST	852	632.70	
Grand Total	15,904	8,295.40	24,199.40

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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19-08-2020 14:32:12



69656

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. GSTIN 36AEJPP5811M1Z2 27842572 9849360076	Doc No		69656 14762
	Doc Date		18-08-2020
	Quote No		Nil
	Quote Date		18-08-2020
	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 Blue -300 black200	500.00	3.00	0.00	12.00	1,680.00
2 7603 - Stationery - other - White Board - NA - nos	20.00	20.00	0.00	18.00	472.00
3 7578 - Stationery - other - Ring Binder - other - nos A4	24.00	185.00	0.00	18.00	5,239.20
4 7544 - Stationery - other - Marker - NA - nos Blue/black/red each 30 nos	90.00	15.00	0.00	12.00	1,512.00
5 7578 - Stationery - other - Ring Binder - other - nos A3	24.00	185.00	0.00	18.00	5,239.20
6 7557 - Stationery - other - Paper Weight - NA - nos	10.00	20.00	0.00	18.00	236.00
7 7512 - Stationery - other - CD Marker - NA - nos	30.00	15.00	0.00	12.00	504.00
8 7513 - Stationery - other - Cello Tape - 1 In - nos 2 inch	10.00	12.00	0.00	18.00	141.60
9 7594 - Stationery - other - Stapler pin - other - boxes Big	20.00	5.50	0.00	18.00	129.80
10 7555 - Stationery - other - Paper - A4 - bundles A4	50.00	210.00	0.00	12.00	11,760.00
Total Order Value . . .					26,913.80

Rupees : Twenty Six Thousand Nine Hundred Thirteen 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.
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : ____/____/____

Contact : _____

Requisition Form

Company Name:		SSLLP		Date:		29.07.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14762	
Material required before date:			ID No.			59134	
No	Description	Size	Quantity	Units	Inward No	Date	
1	ORDINARY PEN	BLUE ✓	300	NOS ✓			
2	ORDINARY PEN	BLACK ✓	200	NOS ✓			
3	MARKER	BLUE ✓	30	NOS ✓			
4	MARKER	BLACK ✓	30	NOS ✓			
5	MARKER	RED ✓	30	NOS ✓			
6	WHITNER		20	NOS ✓			
7	RING BINDER	A4 ✓	24	NOS ✓			
8	RING BINDER	A3 ✓	24	NOS ✓			
9	PAPER WEIGHT		10	NOS ✓			
10	CD MARKER		30	NOS ✓			
11	CELLO TAPE	2" ✓	10	NOS ✓			
12	STAPLER PINS	BIG ✓	20	NOS ✓			
13	PAPER	A4 ✓	50	BDL ✓			
14							
15							
16							
17							
18							
19							
20							
Remarks: FOR SITES AND STOCK MAINTAIN							
Prepared By		SOWMYA		Approved by			
Sign. & Date		29.7.2020		Sign. & Date			

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

