PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/9/20.	Prepared by:	SOWMYA
PO/WO no.	69787	PO / WO Date.	25/8/20.
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	10,191
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	349	4/9/20.	10,191
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,191

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82421	☑ 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:				10,191.
Amount E – PO / WO value:				10,191
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	**12.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	8/9/20						

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 Sale LLP ⓔ 9/9/20

GSTIN 36ACQFS2044C1Z7

Order No 69787-14816 Date

Delivery Challan No Date

Bill No. 349 /20-21 Date 4/9/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	~~Whitener~~ A4 lables	✓	10 pkt	200		2000			
2	Stamp Pad	✓	24 no	40		960			
3	Pencil	✓	5 pkt	40	200				
4	HP 45 Stapler	✓	5 no	180		900			
5	Boxfile	✓	100 no	34		3400			
6	ledger paper white	✓	5 pkt	250	1250				
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total	1450	7260			
				CGST	87	653.4			
				SGST	87	653.4			
				Grand Total	1624	8566.8		10,190	80

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 69202 Date 10/9 Sign.

Certified by:
Stores Manager

INWARD
Inward No: 14851 Dt: 5/9/20
MRN No: 82658 Dt: 7/9/20
~~Received By:~~ Sign:
SUMMIT SALES LLP

INWARD
Inward No: 14798 Dt: 3/9/20
MRN No: 82421 Dt:
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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 25-08-2020 4:54:09 PM

69787
21.08.20 11:16:08

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**	69787	14816
	Doc Date	25-08-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	25-08-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7539 - Stationery - other - Labels - NA - sheets	10.00	200.00	0.00	18.00	2,360.00
2	7592 - Stationery - other - stamp pad - NA - nos	24.00	40.00	0.00	18.00	1,132.80
3	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
4	7593 - Stationery - other - Stapler - other - nos *Big*	5.00	180.00	0.00	18.00	1,062.00
5	7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
6	7542 - Stationery - other - Ledger Paper - NA - bundles *white*	5.00	250.00	0.00	12.00	1,400.00
					Total Order Value . . .	**10,190.80**

Rupees : Ten Thousand One Hundred Ninty and Paise Eighty 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 :

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.08.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14816
Material required before date:		ID No.	59261

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		10	NOS		
2	STAMP PADS		24	NOS		
3	PENCIL BOX 69787		5	NOS		
4	STAPLER	BIG	5	NOS		
5	BOX FILE	BIG	100	NOS		
6	LEDGAL PAPERS	WHITE	5	BDL		
7						
8						
9						

Remarks:FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign.& Date	19.08.2020	Sign. & Date	

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