PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/10/2020	Prepared by:	MINISH
PO/WO no.	70610	PO / WO Date.	21/09/2020.
Supplier Name	Venkataramana Stationary & Binding Works	PO/WO amount	5,546/-
Firm/Company	SSLLP.	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	428	26/09/2020	5,546/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 5,546/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83968	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5,546/-
Amount E – PO / WO value:	5,546/-
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	18/10/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 12 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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

Order No 70610/16506 Date 21/9/20
Delivery Challan No Date
Bill No. 428 Date 06/9/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Lamination Pouch A3		4	950		3800			
2	" " A4		2	450		900			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		4700			
				CGST		423			
				SGST		423			
				Grand Total		5546		5546	~

INWARD
Inward No: 517 Dt: 28/9/20
MRN No: 83988 Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69866
Date 29/9
Sign.

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

 21-09-2020 5:28:57 PM Original /

70610
21.09.20 12:56:22

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**	70610	16506
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	21-09-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	21-05-2018	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7540 - Stationery - other - Lamination Pouch - NA - nos *1 Bundle A3*	4.00	950.00	0.00	18.00	4,484.00
2	7540 - Stationery - other - Lamination Pouch - NA - nos *1 Bundle A4*	2.00	450.00	0.00	18.00	1,062.00
				Total Order Value . . .		**5,546.00**

Rupees : Five Thousand Five Hundred Fourty Six 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 22/09/2020

Name : ______________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	19.09.2020
Site & Phase :	Head Office	Time:	01:30 Pm
		Req. No.	16506
Material required before date:		ID No.	60032

No	Description	Size	Quantity	Units	Inward No	Date
01	Lamination Sheet 70610	A3	04	~~No's~~ Book		
02	Lamination Sheet	A4	02	~~No's~~ Book		
03	Safety Shoe for Ashaiya 70609		01	No's		

Whatis this?

21/9

Prepared By	Iqra Khatoon	Approved by	
Date	19.09.2020	Sign. & Date	

APPROVED BY
21 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

~~Isthis~~ Is this correct?

21/9.