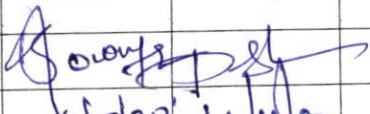


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		12/10/20.		Prepared by:		D.SOWMYA	
PO/WO no.		70981.		PO / WO Date.		5/10/20.	
Supplier Name		Venkataramam Stationary & Binding works		PO/WO amount		1,680.	
Firm/Company		SSLP		Project		Shlp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	460	6/10/20.		1,680			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,680.	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83779	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						1,680.	
Amount E – PO / WO value:						1,680	
Amount F – Difference (A – E): GST-18%							
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			17.10.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	12/10/20	16/10/20					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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 Summit Sales LLP

M/S. Secunderabad

GSTIN 36ACAFS20UUC127

Order No 70981 Date 6/10/2020

Delivery Challan No _____ Date _____

Bill No. **460-20-21** Date _____

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Pen Driver		3	500	1500			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Rupees.....

INWARD	
Inward No: <u>15007</u>	Dt: <u>7/10/20</u>
MRN No: <u>83229</u>	Dt: <u>9/10/20</u>
Received By: _____	Sign: <u>[Signature]</u>
SUMMIT SALES LLP	

Receiver's Signature & Seal

Total 1500

SUB Total

CGST 90

SGST 90

Grand Total 1680

1680

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

Page(s) 1 Of 1

05-10-2020 4:48:30 PM



70981

30.09.20 4:15:46

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	70981	168017
Doc Date	05-10-2020	
Quote No	Nil	
Quote Date	05-10-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3518 - Computers and Peripherals - Pen Drive - other - nos	3.00	500.00	0.00	12.00	1,680.00
Total Order Value . . .					1,680.00

Rupees : One Thousand Six Hundred 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.

Penalty 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 maintenance 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:		30.09.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168017	
Material required before date:				ID No.		60380	
No	Description	Size	Quantity	Units	Inward No	Date	
1	COCONUT BROOMS 70979		100	NOS			
2	GUNNY BAGS 70977		700	NOS			
3	MOPPING STICK 70980		25	NOS			
4	PENDRIVE 70981		3	NOS			
5							
6							
7							
8							
9							
10							
11							
12							
Remarks: FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		30.9.2020		Sign. & Date			

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

