

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		22/10/2020		Prepared by:		C. Neha	
PO/WO no.		70868		PO / WO Date.		29/09/2020	
Supplier Name		Venkataramana Stationery		PO/WO amount		1,416/-	
Firm/Company		SSLP		Project		SSLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	472-20-21	10/10/2020		1,416/-			
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83975	☐ 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:							
Amount E - PO / WO value:							
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. 1/- ☒ No			
Payment - due date				26/10/2020			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	22/10/2020	22/10/20					

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

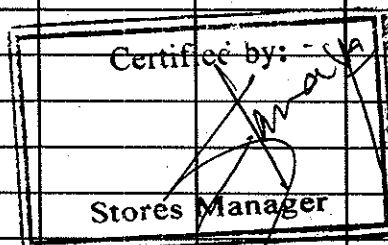
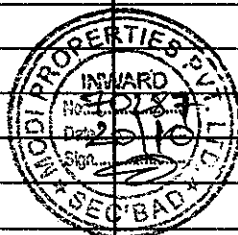
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 70868 Date 10/10/2020

Delivery Challan No _____ Date _____

GSTIN 36ACAFS2044C127Bill No. 472-20-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	<u>Therapacal</u>		<u>100</u>	<u>12</u>		<u>1200</u>			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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16									
17									
18									
19									
20									



INWARD	
Inward No: <u>15042</u>	Dr: <u>12/10/20</u>
MRN No: <u>83925</u>	Dr: <u>13/10/20</u>
Received By: _____	Sign: <u>[Signature]</u>
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

Total

SUB Total

CGST

SGST

Grand Total

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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30-09-2020 2:26:51 PM



70868

28.09.20 5:24:35

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	70868	14940
	Doc Date	29-09-2020	
	Quote No	Nil	
	Quote Date	29-09-2020	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4658 - Electrical - other - Thermacol - NA - nos	100.00	12.00	0.00	18.00	1,416.00
Total Order Value . . .					1,416.00
Rupees : One Thousand Four Hundred Sixteen 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
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__