

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/11/20		Prepared by:		NEHA	
PO/WO no.		71444		PO / WO Date.		20/10/20	
Supplier Name		Venkatachana stationary & Binding works		PO/WO amount		21832.00/-	
Firm/Company		Summit sales LLP		Project		SHILP	
Sl. No.	Bill No.			Bill Date	Bill amount		
1	518			23/10/20	2832.00/-		
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						2832.00/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			84025-84517	☒ 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:						2832/-	
Amount E – PO / WO value:						21832/-	
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			06/11/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[Signature]		[Signature]				
Date	03/11	03/11	04 NOV 2020				

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 attachment'. 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 71444 Date

Delivery Challan No Date

GSTIN 36ACQFS2044C1Z7Bill No. **518** /20-21 Date 23/10/2020

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Thermocol		200	12		2400		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Certified by:

Stores Manager

Rupees.....

INWARD

Total

Sub Total

Inward No: 15129

Dt: 23/10/20

IRN No: 84512

Dt: 28/10/20

Received By:

Sign: 84

SGST

Receiver's Signature & Seal

SUMMIT SALES LLP

Grand Total

2400

216

216

2832

2832

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

Page(s) 1 Of 1

20-10-2020 2:18:45 PM



71444

10.10.20 12:36:43

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	71444	168055
Doc Date	20-10-2020	
Quote No	Nil	
Quote Date	20-10-2020	
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	200.00	12.00	0.00	18.00	2,832.00
Total Order Value . . .					2,832.00

Rupees : Two Thousand Eight Hundred Thirty Two 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**

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		17.10.20	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		168055	
Material required before date:					ID No.		60892

No	Description	Size	Quantity	Units	Inward No	Date
1	Pipe	1.5mm	800	nos		
2	Pipe 21443	1.2mm	300	nos		
3	Deep box	4 way	600	nos		
4	Fan box		100	nos		
5	Metal box	6m	400	nos		
6	Metal box	8m	60	nos		
7	Metal box	2m	100	nos		
8	Thermocol sheet 21444		200	nos		
	Bends	1.5mm	2000	nos		
10	Al service wire	7/20	500	mtrs		
11	Cat 6 cable		710	mtrs		
12	Video door phone 21445		10	nos		
13	Spring box		10	boxes		
14	Service wire 21448	3/20	450	mtrs		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign. & Date	17.10.20	Sign. & Date	

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

APPROVED

20 OCT 2020

MINISH PARIKH

MANAGER PROCUREMENT