PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/11/20	Prepared by:	NEHA
PO/WO no.	71540	PO / WO Date.	22/10/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	16,026.50/-
Firm/Company	Summit sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	534.	29/10/20	16026.50/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16026.50/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84785	☑ 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:				16,026.50/-
Amount E – PO / WO value:				16026.50/-
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	05/11	5/11					

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: venkatramana.bindingworks@gmail.com

To M/S. Summit Sales LLP

GSTIN 36AEQPS520UUC127

Order No 71540 Date 29/10/2020

Delivery Challan No Date

Bill No. 534-20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Cartridge		20	485	9700				
2	Key Board		5	375		1875			
3	Mouse		10	250		2500			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	9700	4375			
				SUB Total	~~[illegible]~~				
				CGST	582	393/75			
				SGST	582	393/75			
				Grand Total	10864	5162/50		16026	50

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. INWARD No. 70762 Date 04/11 Sign Neha SEC'BAD

INWARD
Inward No: 15164 Dt: 30/10/20
MRN No: 84785 Dt: 3/11/20
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.

COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

 22-10-2020 14:20:40

Purchase Order

71540
20.10.20 3:54:09

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**	71540	168062
	Doc Date	22-10-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	22-10-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3502 - Computers and Peripherals - Catridge - NA - nos *Epson*	20.00	485.00	0.00	12.00	10,864.00
2	3511 - Computers and Peripherals - Key board - NA - nos	5.00	375.00	0.00	18.00	2,212.50
3	3516 - Computers and Peripherals - Mouse - NA - nos	10.00	250.00	0.00	18.00	2,950.00
					Total Order Value . . .	**16,026.50**

Rupees : Sixteen Thousand Twenty Six and Paise Fifty Only.

Terms and Conditions :-

Specification /	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	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 maintainance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

Contact ...

Requisition Form

Company Name:	SSLLP	Date:	19.10.20
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168062
Material required before date:		ID No.	60917

No	Description	Size	Quantity	Units	Inward No	Date
1	EPSON CATRIDGE		20	NOS		
2	MOUSE		10	NOS		
3	KEYBOARDS		5	NOS		
4						
5						
6						
7						
8						
9						
10						

P.O. 71540

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	19.10.20	Sign. & Date	

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