PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/11/20	Prepared by:	NEHA.C
PO/WO no.	71631	PO / WO Date.	28/10/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	12,468 /-
Firm/Company	Summit sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	545	28/10/20	12,468/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,468/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84631	☑ 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:	12,468/-
Amount E – PO / WO value:	12,468/-
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	13/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kusthe	[signature]	APPROVED 09 NOV 2020				
Date	07/11	9/11	MINISH PARIKH MANAGER PROCUREMENT				

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 36ACQFS 2044C1Z7

Order No 71631 Date 28/10/2020

Delivery Challan No. Date

Bill No. 545-20-21 Date 3/11/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 xerox Paper		50pk	210	10,500				
2	Whitener Pen		30no	20		600			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Total								
	SUB Total				10500	600			
	CGST				630	54			
	SGST				630	54			
	Grand Total				11760	708		12468	-0

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 10886 Date 06/11 Sign. Rekha

Certified by:
Stores Manager

INWARD
Inward No: 15161 Dt: 30/10/20
MRN No: 84631 Dt: 31/10/20
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.

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

 28-10-2020 14:05:12

71631
20.10.20 4:01:43

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	**Doc No**	71631	168073
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	28-10-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	28-10-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7605 - Stationery - other - Whitner Pen - NA - nos	30.00	20.00	0.00	18.00	708.00
					Total Order Value . . .	**12,468.00**

Rupees : Twelve Thousand Four Hundred Sixty Eight 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.
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 Stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 28/10/2020

Contact

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	21.10.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168073
Material required before date:		ID No.	60925

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER	A4	50	BDL		
2	WHITNER		30	NOS		
3						
4		P.O. 71631				
5						
6						
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE AND SITE USE			
Prepared By	SOWMYA	Approved by	
Sign.& Date	21.10.2020	Sign. & Date	APPROVED BY 24 OCT 2020 SOHAM MODI MANAGING DIRECTOR

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