PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71157.	PO / WO Date.	9/10/20
Supplier Name	Venkataramana Stationary & Binding works.	PO/WO amount	11,853.
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	516.	23/10/20.	12,133.
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,133

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84501	☑ 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:				12,133.
Amount E – PO / WO value:				11,853.
Amount F – Difference (A – E): GST-18%				280/–

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 accepta~~ble 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	**14.11.2020**
Remarks:	rate difference in po and Supplier Bill.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	10/11/20	10/11/20					

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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP.

GSTIN 36 AC PS 2044C1Z7

Order No 71157/168032 Date 9/10

Delivery Challan No Date

Bill No. **516** Date 23/10/20.

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% ~~5%~~ GST	Amount Rs. Ps.
1	Highlighter		30	15	450			
2	Chalk		10B	180			1800	
3	A/3 projects fy.		500	5	~~2500~~	2500		
4	Marker		90	15	1350			
5	Ledger		5	300	1500			
6	Keyboard. N/R	✓ X	5	375		1875		
7	Mouse. N/R	✓ X	5	250.		1250		
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total	3300	5625	1800	
				CGST	198	506.25	—	
				SGST	198	506.25	—	
				Grand Total	3696	6637.50	1800	12133.2

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7076 Date 04/11 Sign. Neha

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. Date Sign.

Certified by:
Stores Manager

Rupees........

INWARD
Inward No: 15118 Dt: 24/10/20
MRN No: 84501 Dt: 28/10/20
Received By: Sign:
SUMMIT SALES LLP

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

INWARD
Inward No: 15162 Dt: 30/10/20
MRN No: 84784 Dt: 03/11/20
Received By: Sign:
SUMMIT SALES LLP

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 12-10-2020 14:29:41

71157
08.10.20 5:21:49

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**	71157	168033
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	09-10-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	09-10-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7533 - Stationery - other - Highlighter - NA - nos *All colours*	30.00	15.00	0.00	12.00	504.00
2	7515 - Stationery - other - Chalkpiece - NA - boxes	10.00	180.00	0.00	0.00	1,800.00
3	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
4	7544 - Stationery - other - Marker - NA - nos *Black-30,Red-30,Blue-30*	90.00	15.00	0.00	12.00	1,512.00
5	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	250.00	0.00	12.00	1,400.00
6	3511 - Computers and Peripherals - Key board - NA - nos	5.00	375.00	0.00	18.00	2,212.50
7	3516 - Computers and Peripherals - Mouse - NA - nos *Dell*	5.00	250.00	0.00	18.00	1,475.00
				Total Order Value . . .		**11,853.50**

Rupees : Eleven Thousand Eight Hundred Fifty Three 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 maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Purchase Order

 12-10-2020 14:29:41 Original / Office Copy / Purchase Div.Copy

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	7.10.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	168033
Material required before date:		ID No.	60589

No	Description	Size	Quantity	Units	Inward No	Date
1	HIGH LIGHTERS	ALL COLOURS	30	NOS		
2	CHOCKPIECES BOXES		10	NOS		
3	PROJECT FOLDERS	A3	500	NOS		
4	MARKERS	BLACK	30	NOS		
5	MARKERS	RED	30	NOS		
6	MARKERS	BLUE	30	NOS		
7	LEDGER PAPER	GREEN	5	NOS		
8	KEY BOARDS		5	NOS		
9	MOUSE- DELL		5	NOS		
10						
11						
12						
13						
14						
15						

P.O. 71157

Remarks:FOR STOCK AND SITE PURPOSE

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.10.2020	Sign. & Date	APPROVED BY -8 OCT 2020 SOHAM MODI MANAGING DIRECTOR

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