

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 2/12/20		Prepared by: Prabhakar.P	
PO/WO no. 72232		PO / WO Date. 12/11/20	
Supplier Name Venkataramana & Sons P. Bandurke		PO/WO amount 23,520/-	
Firm/Company Sunst & Co LLP		Project 8412LP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	613	12/11/20	23,520/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,520/-
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	/	/	85485 ☒ 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:			23,520/-
Amount E – PO / WO value:			23,520/-
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		7/12/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[Signature]		
Date	22/12/20		

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 LLP

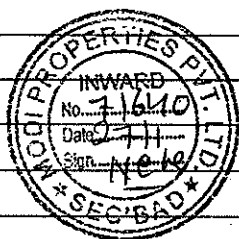
Order No 72232 Date 18/11/20

Delivery Challan No _____ Date _____

GSTIN 36 ACFE2044 C1Z7

Bill No. 613-20-21 Date 20/11/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 Paper		1000	210	21000			
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 No: 15288 Dt: 21/11/20

GRN No: 85485 Dt: 23/11/20

Received By: _____ Sign: [Signature]

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

Total			
SUB Total	21000		
CGST	1260		
SGST	1260		
Grand Total	23520		23520.00

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature [Signature]

Purchase Order

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18-11-2020 10:44:57

Orig



72232

16.11.20 11:21:50

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	72232	168127
Doc Date	18-11-2020	
Quote No	Nil	
Quote Date	18-11-2020	
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	100.00	210.00	0.00	12.00	23,520.00
Total Order Value . . .					23,520.00

Rupees : Twenty Three Thousand Five Hundred Twenty 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, Harmeridra, 9502266233, Mahesh.

Penalty 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 maintenance 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:		11.11.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168127	
Material required before date:				ID No.		61478	
No	Description	Size	Quantity	Units	Inward No	Date	
1	HELMETS	WHITE	20	NOS			
2	PAPER	A4	100	BDL			
3	HAND WASH-SANTOOR		50	NOS			
4	BOMBAY BROOMS	Big SMALL	100	NOS			
5	GUNNY BAGS		1500	NOS			
6	HARPIC		24	NOS			
7	PHINYLE		48	NOS			
8	SCRUBBER		48	NOS			
9	SURF		60	NOS			
10	VIM BAR <i>dust pan</i>		48	NOS			
11	LIZOL		36	NOS			
12	COLIN		48	NOS			
13							
Remarks: For stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		11.11.2020		Sign. & Date			

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

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE