

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		3/12/20		Prepared by:		Prabhakar.P	
PO/WO no.		71812		PO / WO Date.		2.11.20	
Supplier Name.		Venkatarang & Sons Boundary W/O		PO/WO amount		2832-00	
Firm/Company		Smit & Co LLP		Project		844LP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	612	3/11/20		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.	/	/	854E3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits : Transportation charges						—	
Amount C –Other Debits :						—	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						2832-00	
Amount E – PO / WO value:						2832-00	
Amount F – Difference (A – E): GST-18%						—	
Quantity received as per PO /WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)			
Is difference between PO / Bill acceptable?				<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)			
Excess / short material received				<input type="checkbox"/> Approved within acceptable limits <input type="checkbox"/> No (explained below)			
Close PO / W?O				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)			
Advance paid / PDC given (deduct when paying)				<input type="checkbox"/> Yes – Rs. <input checked="" type="checkbox"/> 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:							
Date							

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  
M.G. Road (Sec-Bad)

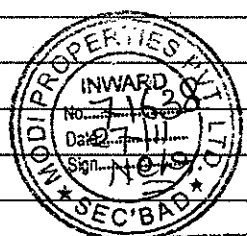
Order No 71812 Date 3/11/20

Delivery Challan No \_\_\_\_\_ Date \_\_\_\_\_

GSTIN 36AEPF520AH1Z7

Bill No. **612-20-21** Date 20/11/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	<u>Thermacol</u> ✓		<u>2com</u>	<u>12</u>		<u>2400</u>			
2									
3									
4									
5									
6									
7									
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12									
13									
14									
15									
16									
17									
18									
19									
20									



Certified by:  
 \_\_\_\_\_  
 Stores Manager

*K. J. Dew.*

*27/11/20*

**INWARD**

Rupees..... Inward No: 15286 Dt: 21/11/20

..... ARN No: 85482 Dt: 20/11/20

Received By: \_\_\_\_\_ Sign: *[Signature]*

Receiver's Signature & Seal **SUMMIT SALES LLP**

Total			
SUB Total		<u>2400</u>	
CGST		<u>216</u>	
SGST		<u>216</u>	
Grand Total		<u>2832</u>	<u>2832.00</u>

**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 *[Signature]*

# Purchase Order

Page(s) 1 Of 1

05-11-2020 3:52:40 PM

71812  
30.10.20 4:44:38

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

<b>Doc No</b>	71812	168090
<b>Doc Date</b>	03-11-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	03-11-2020	
<b>SupplyType</b>	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
<b>Total Order Value . . .</b>					<b>2,832.00</b>
Rupees : Two Thousand Eight Hundred Thirty Two Only.					

**Terms and Conditions :-**

<b>Specification / Brand</b>	As per details given in the quotation.
<b>Payment Terms</b>	After Delivery & Production of bill
<b>Tax</b>	Inclusive of all taxes
<b>Delivery Date</b>	Next Day.
<b>Delivery Location</b>	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra, 9502266233, Mahesh.
<b>Penalty For Delay</b>	Nil
<b>Transportation Cost</b>	Transport cost shall be borne by us
<b>Warranty</b>	Nil
<b>Advance Paid</b>	Nil
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintenance purpose.
<b>Completion Date</b>	Nil
<b>Measurement</b>	Nil
<b>Security</b>	Nil
<b>Remarks</b>	

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Date : \_\_\_/\_\_\_/\_\_\_

**Requisition Form**

Company Name:		SSLLP		Date:		28.10.2020	
Site & Phase :		SHLLP		Time:		16.30	
Supplier				Req. No.		168090	
Material required before date:			ID No.			61086	
No	Description	Size	Quantity	Units	Inward No	Date	
1	PAPER	A4	50	BDL			
2	THERMOCOL SHEET		200	NOS			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Remarks:FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by		✓	
Sign. & Date		28.10.2020		Sign. & Date			

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

**APPROVED BY**  
**30 OCT 2020**  
 SOHAM MOJI  
 MANAGING DIRECTOR