PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/12/20	Prepared by:	Prabhakar.P
PO/WO no.	72054	PO / WO Date.	11.11.20
Supplier Name	Venkataramana Steel & Foundry works	~~PO/WO~~ amount	1,416-00
Firm/Company	Shunt Seh LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	599	4/11/20	1416-00
2			
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1416-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85484	☑ 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:	1416-00
Amount E – PO / WO value:	1416-00
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
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		4/12					

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/-

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 36ACQFS2044C1Z7

Order No 72054 Date 11/4/2020

Delivery Challan No Date "

Bill No. **599-20-21** Date 16/11/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermacol ✓		100	12		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Total								
	SUB Total					1200			
	CGST					108			
	SGST					108			
	Grand Total					1416		1416	0

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7639
Date 27-11
Sign.

Certified by:
Stores Manager

INWARD
Inward No: 15289 Dt: 21/11/20
MRN No: 85484 Dt: 23/11/20
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.

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

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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**	72054	168114
	Doc Date	11-11-2020	
	Quote No	Nil	
	Quote Date	11-11-2020	
	SupplyType	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	100.00	12.00	0.00	18.00	1,416.00
					Total Order Value . . .	**1,416.00**

Rupees : One Thousand Four Hundred Sixteen 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 : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	7.11.2020
Site & Phase :	SHLLP	Time:	12.00
Supplier		Req. No.	168114
Material required before date:		ID No.	61356

No	Description	Size	Quantity	Units	Inward No	Date
1	PIPES 72047	1.5MM	500	NOS		
2	DEEP BOX	4WAY	300	NOS		
3	INSULATION TAPE		500	NOS		
4	FAN BOX		200	NOS		
5	METAL BOX	6M	100	NOS		
6	THERMACOL SHEET 72054		100	NOS		
7	PVC ROUND COVER	6"	100	NOS		
8	PVC ROUND COVER	3"	500	NOS		
9	PIPES	1.2MM	200	NOS		
10	BENDS	1.5MM	1000	NOS		
11	JUNCTION BOX 72056		600	NOS		
12	SPRING WIRE		10	BOXES		
13	AL SERVICE WIRE 72052	7/20	2000	MTRS		
14	AL SERVICE WIRE	3/20	900	MTRS		

Remarks: FOR STOCK MAINTENANCE AND SITE USE

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.11.2020	Sign. & Date	

APPROVED BY
09 NOV 2020
SOHAM MODI
MANAGING DIRECTOR

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