

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17/12/20		Prepared by:		D.SOWMYA																																									
PO/WO no.		72409		PO / WO Date.		24/11/20																																									
Supplier Name		Venkataswamy Stationery & Binding works		PO/WO amount		4,684																																									
Firm/Company		ssllp		Project																																											
Sl. No.	Bill No.	Bill Date		Bill amount																																											
1		8/12/20		4,684																																											
2																																															
3																																															
4																																															
Amount A – Bills total(Excluding Transport & Hamali Charges):																																															
Sl. No.	DC No	DC. Date	MRN No.	4,684																																											
1.				DC matches MRN																																											
2.			86160	☒ Yes ☐ No																																											
3.				☐ Yes ☐ No																																											
				☐ 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:																																															
Amount E – PO / WO value: 4,684																																															
Amount F – Difference (A – E): GST-18% 9,684																																															
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				19.12.2020																																											
Remarks:																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td colspan="2"></td> <td align="center" colspan="2">APPROVED</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td colspan="2">17/12/20</td> <td align="center" colspan="2">17 DEC 2020</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2"></td> <td align="center" colspan="2">MINISH PARIKH</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2"></td> <td align="center" colspan="2">MANAGER PROCUREMENT</td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:			APPROVED					Date	17/12/20		17 DEC 2020								MINISH PARIKH								MANAGER PROCUREMENT				
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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

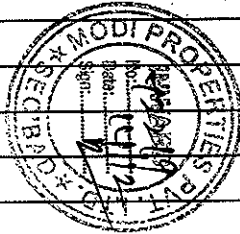
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP 11/12/20Order No 72409 Date 8/12/2020

Delivery Challan No _____ Date _____

GSTIN 36ACARS2044C127Bill No. 6620-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	File folder A3 ✓		500	5		2500		
2	Stapler ✓		30	37		1110		
3	Cello tape. 1 ✓		30	12		360		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Certified by:

Stores Manager

Rupees.

INWARD

Inward No: 15382 Dt: 8/12/20MRN No: 86160 Dt: 10/12/20Received By: _____ Sign: 81

SUMMIT SALES LLP

Receiver's Signature & Seal

Total

SUB Total

GST

GST

Grand Total

3970

357/30

357/30

4684/60

4684 60

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

Purchase Order

Page(s) 1 Of 1

24-11-2020 15:24:18



72409

16.11.20 11:25:35

From Company : **Summit Sales LLP**
5-4-187/38&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	72409	168149
Doc Date	24-11-2020	
Quote No	Nil	
Quote Date	24-11-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7529 - Stationery - other - File Folders - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
2 7593 - Stationery - other - Stapler - other - nos No 10	30.00	37.00	0.00	18.00	1,309.80
3 7513 - Stationery - other - Cello Tape - 1 In - nos 3 inch	30.00	12.00	0.00	18.00	424.80
Total Order Value . . .					4,684.60
Rupees : Four Thousand Six Hundred Eighty Four and Paise Sixty 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.

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**Measurement** Nil**Security** Nil**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:		19.11.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168149	
Material required before date:				ID No.		61706.	
No	Description	Size	Quantity	Units	Inward No	Date	
1	FILE FOLDERS	A3	500	NOS			
2	STAPLER	NO 10	30	NOS			
3	CELLO TAPE-BROWN	3"	30	NOS			
4	BLUE SHEET	12X18	10	NOS			
5	TILE SPACERS	5MM	20	PKTS			
6	ACID		36	NOS			
7							
8							
9							
10							
11							
12							
13							
Remarks: STOCK MAINTENANCE AT SSLLP							
Prepared By		SOWMYA		Approved by			
Sign. & Date		19.11.2020		Sign. & Date			

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

APPROVED BY
14 NOV 2020
SOHAM MOBI
MANAGING DIRECTOR