PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73088	PO / WO Date.	18/12/20
Supplier Name	Venkataramana Stationary & Binding works	PO/WO amount	4,956/-
Firm/Company	SSIIP	Project	SHIIP
Sl. No.	Bill No.	Bill Date	Bill amount
1	713	19/12/20	4,956/-
2			
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,956/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☑ 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:	4,956/-
Amount E – PO / WO value:	4,956/-
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	01/01/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kulth.	[signature]					
Date	30/12/20	31/12					

otes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach lditional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the ...

TAX INVOICE

Ph: 040 - 27842
Cell: 9849360

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

Summit Sales LLP

N 36 ACQFS 2044 C1Z7

Order No 73088 Date 18/12/2020

Delivery Challan No Date

Bill No. 71320-21 Date 19/12/2020

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. P
A3 lamination Pouch		4pkt	950		3800		
L-folders		50no	8		400		

INWARD
Inward No: 617 Dt: 21/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT
INWARD
No: 12650
Date: 28/12
Sign:
SEC'BAD

ees Four Thousand Nine Hundred And Fifty Six only

Total	
SUB Total	~~4200~~
CGST	~~378~~
SGST	~~378~~
Grand Total	~~4716~~ 4956

4956

4956

iver's Signature & Seal

'IN: 36AEJPP5811M1Z2

ıs & Conditions

ds once sold will not be taken back

'est @2%p.m. if not paid within 30 days time

ect to Secunderabad Jurisdiction.

COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

S / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WO

Signature

Purchase Order

18-12-2020 13:02:25

Orig

73088
16.12.20 11:34:54

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	73088	16762
Doc Date	18-12-2020	
Quote No	Nil	
Quote Date	18-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7540 - Stationery - other - Lamination Pouch - NA - nos *Lamination sheet-A3-04 Packets*	4.00	950.00	0.00	18.00	4,484.00
2	7538 - Stationery - other - L - File Folders - NA - nos *Legal size-Packets*	50.00	8.00	0.00	18.00	472.00
					Total Order Value . . .	**4,956.00**

Rupees : Four Thousand Nine Hundred Fifty Six 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Requisition Form

mpany Name:	Summit Sales LLP Common Expenses	Date:	18.12.2020
e & Phase :	Head Office	Time:	10:47 Pm
		Req. No.	16762
aterial required before date:		ID No.	62385

No	Description	Size	Quantity	Units	Inward No	Date
01	Lamination Sheet	950 A3	04	Packets		
02	L- Folder for MD legal size	Legal	05	packets		
		805				
	73088					

APPROVED
18 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

epared By	Iqra Khatoon	Approved by	
ate	18.12.2020	Sign. & Date	

ote: On receipt of material at site write inward number and date in last 2 c3olumns.