PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73138	PO / WO Date.	19/12/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	8518/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	719	21/12/20	8518/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,518/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86639	☑ 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:	8518/-
Amount E – PO / WO value:	8518/-
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:	Kavelli	[signature]					
Date	30/12/20	31/12					

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/-

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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 73138 Date 19/12/20
Delivery Challan No Date
Bill No. 719 20-21 Date 21/12/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Scale		20	8		160=00			
2	Stapler pin		40	12		480=00			
3	Marker		90	15	1350				
4	Punch		5	60		300=00			
5	Fevistick		30	20		600=00			
6	Box file (Big)		50	34		1700=00			
7	Box file (Small)		50	31		1550=00			
8	Highlighter		30	15	450				
9	Scribbling Pads		60	12		720=00			
10									
11									
12									
13									
14									
15									
16									
17				72684					
18									
19									
20									
				Total	1800	5510			
				SUB Total					
				CGST	108	495=90			
				SGST	108	495=90			
				Grand Total	2016	6501=80		8517	80

MODI PROPERTIES & INVESTMENTS PVT. LTD. SEC'BAD
INWARD No: 72684 Date: 26/12 Sign:

Rupees.....

INWARD
Inward No: 5488 Dt: 22/12/20
MRN No: 86639 Dt: 23/12/20
Received By: Sign:
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

Certified by:
Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 19-12-2020 10:32:06

Original

73138
16.12.20 11:40:30

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	73138	168228
Doc Date	19-12-2020	
Quote No	Nil	
Quote Date	19-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7583 - Stationery - other - Scale - NA - nos	20.00	8.00	0.00	18.00	188.80
2	7594 - Stationery - other - Stapler pin - other - boxes *big*	40.00	12.00	0.00	18.00	566.40
3	7544 - Stationery - other - Marker - NA - nos *Blue-Black-Red*	90.00	15.00	0.00	12.00	1,512.00
4	7572 - Stationery - other - Punch - 16mm - nos	5.00	60.00	0.00	18.00	354.00
5	7528 - Stationery - other - Fevistick - NA - nos	30.00	20.00	0.00	18.00	708.00
6	7507 - Stationery - other - Box file - Big - nos	50.00	34.00	0.00	18.00	2,006.00
7	7508 - Stationery - other - Box file - small - nos	50.00	31.00	0.00	18.00	1,829.00
8	7533 - Stationery - other - Highlighter - NA - nos	30.00	15.00	0.00	12.00	504.00
9	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
					Total Order Value . . .	**8,517.80**

Rupees : Eight Thousand Five Hundred Seventeen and Paise Eighty 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.
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 Stock maintanance

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Purchase Order

19-12-2020 10:32:06

Original / Office Copy / Purchase Div.Copy

purpose.

Completion Date Nil
Measurment 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:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	17.12.20
Supplier		Time:	11.00
Material required before date:		Req. No.	168228
		ID No.	62377

No	Description	Size	Quantity	Units	Inward No	Date
1	SCALE		20	NOS		
2	STAPLER PINS	BIG	40	NOS		
3	MARKER	BLUE	30	NOS		
4	MARKER	RED	30	NOS		
5	MARKER	BLACK	30	NOS		
6	PUNCHING MACHINE	SMALL	5	NOS		
7	FEVISTICK		30	NOS		
8	BOX FILE	BIG	50	NOS		
9	BOX FILE	SMALL	50	NOS		
10	HILIGHTER		30	NOS		
11	SCRIBLING PADS		60	NOS		

P.O. 43138

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	17.12.20	Sign. & Date	

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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