PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73009	PO / WO Date.	15/12/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	1,416/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	718	15/12/20	1416/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1416/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86637	☑ 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/-
Amount E – PO / WO value:	1416/-
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:	Keerthi	[signature]					
Date	30/12/2020	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 73009 Date 15/12/20
Delivery Challan No Date
Bill No. 718-20-21 Date 21/12/20

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		1200			
				SUB Total					
				CGST		108			
				SGST		108			
				Grand Total		1416		1416	00

MODI PROPERTIES INWARD No: 12682 Date: 2.8/12 Sign: Neha

Certified by:

Stores Manager

Rupees......

INWARD
Inward No: 15481 Dt: 22/12/20
...No: 86637 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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

 17-12-2020 4:08:00 PM

Purchase Order

73009
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**	73009	168216
	Doc Date	15-12-2020	
	Quote No	Nil	
	Quote Date	15-12-2020	
	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:	Summit sales llp	Date:	14.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168216
Material required before date:		ID No.	62277

No	Description	Size	Quantity	Units	Inward No	Date
1	INSULATION TAPE		500	NOS		
2	METAL BOX	8M	90	NOS		
3	METAL BOX	6M	400	NOS		
4	THERMOCOL SHEET 73009		100	NOS		
5	PVC ROUND COVERS	6”	100	NOS		
6	PVC ROUND COVERS 73008	3”	300	NOS		
7	PIPES	1.2MM	200	NOS		
8	T.V WIRE		800	MTRS		
9						
10						
11						
12						
13						
14						
15						
16						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.12.20	Sign. & Date	

APPROVED
16 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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