PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/01/2021	Prepared by:	Neha
PO/WO no.	73354	PO / WO Date.	29/12/20
Supplier Name	Venkataramana Stationery	PO/WO amount	13,884/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	770	04/01/2021	13,884/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			13,884/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87157	□ 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:	13,884/-
Amount E – PO / WO value:	13,884/-
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	11/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	[signature]				
Date	06/01/2021	8/1/21					

APPROVED
09 JAN 2021
MINISH PARIKH
MANAGER PROCUREMENT

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 73359 Date 4/1/21

Delivery Challan No Date

Bill No. 770 -20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Plastic Goods		200	5		1000			
2	A4 Paper		50	210	10500				
3	Keychain Rings		200	4		800			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	10500	1800			
				SUB Total					
				CGST	630	162			
				SGST	630	162			
				Grand Total	11760	2124		13884	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 73029
Date: 5/1
Sign:

Rupees.........................

INWARD
Inward No: 15562 Dt: 4/01/21
GRN No: 87157 Dt: 5/01/21
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

Purchase Order

73359
23.12.20 11:33:23

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.	**Doc No**	73359	168247
	Doc Date	29-12-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-12-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6100 - Miscellaneous - Plastic Cards - Others - nos	200.00	5.00	0.00	18.00	1,180.00
2	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
3	4036 - Consumables - Keychain rings - NA - nos	200.00	4.00	0.00	18.00	944.00
					Total Order Value . . .	**13,884.00**

Rupees : Thirteen Thousand Eight Hundred Eighty Four 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

29/12/2020

Name :

Contact

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	24.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168247
Material required before date:		ID No.	62557

No	Description	Size	Quantity	Units	Inward No	Date
1	PLASTIC CARD		200	NOS		
2	PAPER	A4	50	BDL		
3	SCISSORS		12	NOS		
4	KEY CHAIN RINGS		200	NOS		
5	PVC DRUMS		10	NOS		
6	SPADE WITH HANDLE		20	NOS		
7	SAFETY BELT		10	NOS		
8						
9						
10						
11						
12						

P.O. 73359

Remarks:For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	24.12.20	Sign. & Date	

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

APPROVED BY
26 DEC 2020
SOHAM MODI
MANAGING DIRECTOR