

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		12/01/2021		Prepared by:		D.SOWMYA																									
PO/WO no.		73496		PO / WO Date.		04/01/2021																									
Supplier Name		Venkataramana stationery		PO/WO amount		5,752.51																									
Firm/Company		SSLP		Project		Head office																									
Sl. No.	Bill No.	776		Bill Date	04/01/21		Bill amount																								
1							5752.51																								
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						5752.51																									
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:						5752.51																									
Amount E – PO / WO value:						5752.51																									
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			16.1.2021																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Approved by</td> <td style="width: 12.5%;">Purchase Officer</td> <td style="width: 12.5%;">Purchase Manager</td> <td style="width: 12.5%;">Procurement Manager</td> <td style="width: 12.5%;">MD</td> <td style="width: 12.5%;">Accounts – receiver of bill</td> <td style="width: 12.5%;">Accountant</td> <td style="width: 12.5%;">Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td><i>Neha P. S.</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>12/01/21</td> <td>12/1</td> <td>12 JAN 2021</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	<i>Neha P. S.</i>							Date	12/01/21	12/1	12 JAN 2021				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:	<i>Neha P. S.</i>																														
Date	12/01/21	12/1	12 JAN 2021																												

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

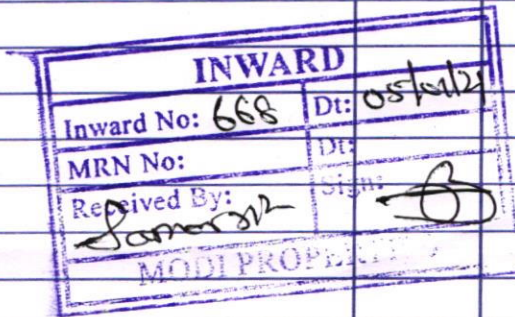
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LtdOrder No 73496/16292 Date 4/1/21

Delivery Challan No _____ Date _____

GSTIN 36 AC QPS 2646C1Z7Bill No. **776-20-21** Date 5/1/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Desk calendar		65	75/-		4875		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....	Total			
	SUB Total	4875		
	CGST	438.75		
	SGST	438.75		
	Grand Total	5752.5	5752	50

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

Page(s) 1 Of 1

04-01-2021 11:36:52

Original



73496

31.12.20 3:26:35

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	73496	16792
Doc Date	04-01-2021	
Quote No	Nil	
Quote Date	04-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7520 - Stationery - other - Desk Calender - NA - nos Table calender	65.00	75.00	0.00	18.00	5,752.50
Total Order Value . . .					5,752.50

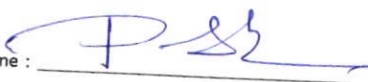
Rupees : Five Thousand Seven Hundred Fifty Two and Paise Fifty Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Same Day

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation** Included in the above price.**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.**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 Common Expenses		Date:		02.01.2021	
Site & Phase :		Head Office		Time:		02:52 pm	
				Req. No.		16792	
Material required before date:					ID No.		62780
No	Description	Size	Quantity	Units	Inward No	Date	
01	Table Calendar		65	No's			
Remarks: For Office use –							
Prepared By		Jai Kumar		Approved by			
Sign.& Date		02.01.2021		Sign.& Date			

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