PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/01/21	Prepared by:	NEHA
PO/WO no.	73788	PO / WO Date.	11/01/21
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	1,433/-
Firm/Company	SSIIP	Project	SHIIP
Sl. No.	Bill No.	Bill Date	Bill amount
1	814	19/01/21	1433/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1433/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87689	☑ 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:	1433/-
Amount E – PO / WO value:	1433/-
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	29/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	22/01/21	21/1/21					

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 73738 Date 19/1/2021

Delivery Challan No Date

Bill No. 814-20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Note pad (Finger tips)		10	25		250			
2	Whitener pen		15	20		300			
3	Stamp pad		10	30	300				
4	Pencil		10	40	400				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16	15643								
17									
18									
19									
20									
				Total	700	550			
				SUB Total					
				CGST	42	49.50			
				SGST	42	49.50			
				Grand Total	784	649		1433	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 73571
Date 20/1
Sign.

INWARD
Inward No: 15643 Dt: 18-1-21
MRN No: 87689 Dt: 20/01/21
Received By: Sign:
SUMMIT SALES LLP

Rupees..........

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

 11-01-2021 16:56:54 Oric

73738
09.01.21 11:06:14

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**	73738	168290
	Doc Date	11-01-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	11-01-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7552 - Stationery - other - Note pads - other - nos *finger tips*	10.00	25.00	0.00	18.00	295.00
2	7605 - Stationery - other - Whitner Pen - NA - nos	15.00	20.00	0.00	18.00	354.00
3	7592 - Stationery - other - stamp pad - NA - nos	10.00	30.00	0.00	12.00	336.00
4	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
	Total Order Value . . .					**1,433.00**

Rupees : One Thousand Four Hundred Thirty Three 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 purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Summit Sales LLP***
Authorised Signatory

12/01/2021

Name : ____

Contact - -

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____

Date : __/__/___

Requisition Form

Company Name:	Summit sales llp	Date:	7.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168290
Material required before date:		ID No.	63010

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		10	NOS		
2	WHITNERS		15	NOS		
3	STAMP PAD 73732		10	NOS		
4	PENCIL BOXES 73733		10	NOS		
5	ODONIL		20	NOS		
6	ROOM FRESHNER		20	NOS		
7	COCONUT BROOMS		150	NOS		
8	BOMBAY BROOMS	SMALL	500	NOS		
9	CLEANING BRUSH		15	NOS		
10						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.1.2021	Sign. & Date	

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

APPROVED BY
- 9 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

163302