

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/01/21	Prepared by:	D.SOWMYA
PO/WO no.	73913	PO / WO Date.	21/01/21
Supplier Name	Yenkata ramana stationary & Binding	PO/WO amount	2,832/-
Firm/Company	SSIP works	Project	
Sl. No.	Bill No.	Bill Date	SHLLP Bill amount
1	827	22/01/21	2,832/-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	2,832/-
1.		-		DC matches MRN
2.			87821	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier:

Amount E - PO / WO value:

Amount F - Difference (A - E): GST-18%

Quantity received as per PO /WO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)
Is difference between PO / Bill acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)
Excess / short material received	<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)
Close PO / W?O	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)
Advance paid / PDC given (deduct when paying)	<input type="checkbox"/> Yes - Rs. /- <input checked="" type="checkbox"/> No
Payment - due date	23.1.2021 05/01/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>				
Date	21/01/21	28/1/21	30 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

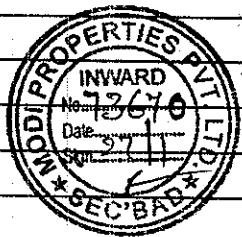
To M/s. Summit Sales LLP (U)

Order No. 73913 Date 21/1/21

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2 Bill No. 827-20-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	<u>Thermal oc</u>		<u>200</u>	<u>12</u>		<u>2400</u>		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



INWARD

Inward No: 15680 Dt: 22-1/21

MRN No: 87821 Dt: 22/01/21

Received By: _____ Sign: _____

SUMMIT SALES LLP

Certified by: _____

Stores Manager

Rupees _____

Total		<u>2400</u>	
SUB Total			
CGST		<u>216</u>	
SGST		<u>216</u>	
Grand Total		<u>2832</u>	<u>2832 00</u>

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

19-01-2021 17:42:08



73913

16.01.21 10:36:44

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	73913	168316
Doc Date	18-01-2021	
Quote No	Nil	
Quote Date	18-01-2021	
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	200.00	12.00	0.00	18.00	2,832.00
Rupees : Two Thousand Eight Hundred Thirty Two Only.					Total Order Value . . .
					2,832.00

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.
- 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 for Stock urpose
- 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	Date:	16.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168316
Material required before date:		ID No.	63147

No	Description	Size	Quantity	Units	Inward No	Date
1	THERMOCOL SHEET 73913		200	NOS		
2	T.V WIRE		900	MTRS	64.05	
3	AL SERVICE WIRE 73914	7/20	500	MTRS		
4	WALL HUNG LIGHTS 73915	TYPE 5	10	NOS		
5						
6						
7						
8						
9						
10						
11						
12						
13						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign. & Date	16.1.2021	Sign. & Date	

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

APPROVED BY
16 JAN 2021
SOHAM MODI
MANAGING DIRECTOR