PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29.1.21	Prepared by:	T Bhasker
PO/WO no.	73918	PO / WO Date.	18/1/21
Supplier Name	Venkat Shetty & Sons	PO/WO amount	1947
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	826	21/1/21	1848
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1848

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			NA 87834	☐ ~~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:				1848
Amount E – PO / WO value:				1947
Amount F – Difference (A – E): GST-18%				99

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	5/2/21
Remarks:	In PO GST wrongly entered so it difference

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	29.1.21						

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 36ACMFS2044C1Z7

Order No 73918 Date 21/1/21

Delivery Challan No Date

Bill No. 826-20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Executive Bond	✓	5	330	1650				
2	Paper 85GSM								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 15698 Dt: 22-1-21
MRN No: 87834 Dt: 23/01/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees

Total					
SUB Total					
CGST	99				
SGST	99				
Grand Total	1848			1848	00

(ODI PROPERTIES PVT. LTD. *SEC'BAD* INWARD No. 73766 Date 28/1)

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

 19-01-2021 15:19:03

Purchase Order

73918
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	73918	182532
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	7525 - Stationery - other - Executive Bond Paper - NA - bundles *85 GSM*	5.00	330.00	0.00	18.00	1,947.00
					Total Order Value . . .	**1,947.00**

Rupees : One Thousand Nine Hundred Fourty Seven 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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

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:	13.01.2021
Site & Phase :	Head Office	Time:	04:23 Pm
		Req. No.	182532
Material required before date:		ID No.	63085

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's		
02	Paper Bundles	A3	05	No's		
03	Executive Bond Papers (85 GSM)	A4 (85GSM)	05	No's		
	43918					

Prepared By	Jai kumar	Approved by	
Date	13.01.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

APPROVED
19 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

80 – 100
350 – 500