

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 & Co		PO/WO amount		1947	
Firm/Company		S S L P		Project		S H L P	
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	☒ Yes ☐ No			
2.			87824	☐ 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%			79				
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 differe							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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: venkataramana.bindingworks@gmail.com

To M/S. Summit Sealed LLP.Order No. 73918 Date 21/1/21

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2Bill No. 826-20-21 Date _____

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

INWARD

Inward No: 15698 Dt: 22-1-21MRN No: 87834 Dt: 23/01/21

Received By: _____ Sign: _____

Certified by: _____

Stores Manager

Rupees SUMMIT SALES LLP

Total

SUB Total

CGST

99

SGST

99

Grand Total

1848

1848 00

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

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19-01-2021 15:19:03



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

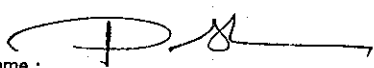
Purchase Order for the Supply of following Items.

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**Penalty 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 maintenance purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Date : __/__/__

[illegible]

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

APPROVED
18 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

80-100
350-500