PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	03/02/21	Prepared by:	Keerthi
PO/WO no.	74242	PO / WO Date.	25/01/21
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	3,248/-
Firm/Company	SSIIP	Project	SHUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	837	25/01/21	3,248/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,248/-

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:				3,248/-
Amount E – PO / WO value:				3,248/-
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	05/02/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	03/02/21	4/2					

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 36ACQFS2044Q1Z7

Order No 74242 Date 25/1/21

Delivery Challan No Date

Bill No. 837-20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	J.K Shader		10	290	2900				
2	Paper 100 GSM								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 758 Dt: 28/1/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees...

Total	2900					
SUB Total						
CGST	174					
SGST	174					
Grand Total	3248				3248	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7379
Date 28/1
Sign.

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

 30-01-2021 12:51:15

74242
29.01.21 12:31:48

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	74242	182588
Doc Date	25-01-2021	
Quote No	Nil	
Quote Date	25-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles *A4 -100 GSM*	10.00	290.00	0.00	12.00	3,248.00
					Total Order Value . . .	**3,248.00**

Rupees : Three Thousand Two Hundred Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

30/01/2021

Name : ______

Contact

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Summit sales common expenses llp	Date:	25.01.21
Site & Phase :	Head office	Time:	11.00
Supplier		Req. No.	182588
Material required before date:		ID No.	63470

No	Description	Size	Quantity	Units	Inward No	Date
1	J.K copier 100 GSM	7a942	10	NOS		
2						

Remarks: For ssllp stock maintenance and site use

APPROVED
30 JAN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Jai kumar	Approved by	
Sign.& Date	25.01.21	Sign. & Date	

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