

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03/02/21		Prepared by: Kullu	
PO/WO no. 74242		PO / WO Date. 25/01/21	
Supplier Name Venkataramana Stationary & Binding works		PO/WO amount 3,248/-	
Firm/Company SS11P		Project SHLLP	
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kullu		
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

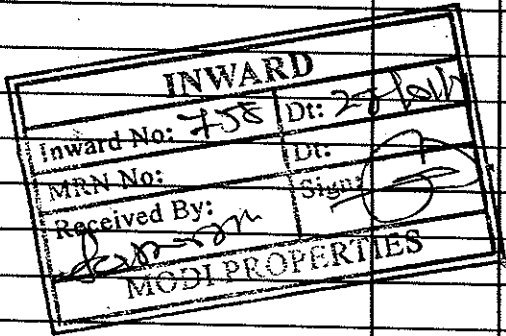
Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available
 #1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLPOrder No 74242 Date 25/1/21

Delivery Challan No _____ Date _____

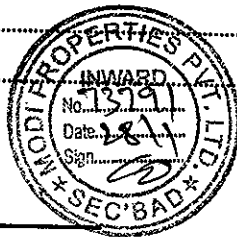
GSTIN 36AEJPP5811M1Z2Bill No. 837-20-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	J.K. Shaker		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								



Rupees.....

Receiver's Signature & Seal



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

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

Purchase Order

Page(s) 1 Of 1

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 Forty 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
Penalty 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 maintenance 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 common expenses llp		Date:		25.01.21	
Site & Phase :		Head office		Time:		11.00	
Supplier				Req. No.		182568	
Material required before date:				ID No.		63410	
No	Description	Size	Quantity	Units	Inward No	Date	
1	J.K copier 100 GSM		10	NOS			
2							
Remarks: For sslp stock maintenance and site use							
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.