

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		05/02/2021		Prepared by:		D.SOWMYA	
PO/WO no:		74179		PO / WO Date:		27/01/2021	
Supplier Name		Venkataramana Stationery		PO/WO amount		3248/-	
Firm/Company		SILLP		Project		SILLP HO	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		870		30/1/21		3248/-	
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):							3248/-
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	/	/		<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.	/	/		<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.	/	/		<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:							3248/-
Amount F - Difference (A - E): GST-18%							3248/-
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 checked="" 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				6.1.2021			
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	05/02/2021	05/2	05 FEB 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 Leel LLP

Order No 74179 Date 30/1/21

Delivery Challan No \_\_\_\_\_ Date \_\_\_\_\_

GSTIN 36ACAFS2044C127

Bill No. 870/20-2 Date \_\_\_\_\_

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.	
1	J. K. Shades		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: 780 Dt: 30/1/21  
 MRN No: \_\_\_\_\_ Dt: \_\_\_\_\_  
 Received By: [Signature] Sign: [Signature]  
**MODI PROPERTIES**

**INWARD**  
 No: 780  
 Date: 30/1/21  
 Sign: [Signature]  
**MODI PROPERTIES PVT. LTD.**  
 SEC'BAD

Rupees \_\_\_\_\_

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

[Signature]  
 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]  
 Signature

# Purchase Order



74179  
16.01.21 11:00:15

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

<b>Doc No</b>	74179	182571
<b>Doc Date</b>	27-01-2021	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	27-01-2021	
<b>SupplyType</b>	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	
Rupees : Three Thousand Two Hundred Fourty Eight Only.					<b>Total Order Value . . .</b>	<b>3,248.00</b>

### 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
- Measurement** Nil
- Security** Nil
- Remarks**

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

**Requisition Form**

<b>Company Name:</b>		<b>Summit Sales LLP Common</b>	<b>Date:</b>	27.01.2021
<b>Site &amp; Phase :</b>		<b>Expenses</b>	<b>Time:</b>	12:44 pm
		<b>Head Office</b>	<b>Req. No.</b>	182571
<b>Material required before date:</b>			<b>ID No.</b>	633102

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles 100 GSM to MD	A4 (100 GSM)	10	No's		

200-12-1  
7/01/21  
**APPROVED**  
27 JAN 2021  
MITHSH PARIKH  
MANAGER PROCUREMENT

**Remarks :** To MD - Urgent

<b>Prepared By</b>	Jai kumar	<b>Approved by</b>	
<b>Date</b>	27.01.2021	<b>Sign. &amp; Date</b>	

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