PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11-02-2021	Prepared by:	PRABHAKAR.P
PO/WO no.	74365	PO / WO Date.	05-02-21
Supplier Name	VENKATARAMANA STATIONARY AND BINDING WORKS	PO/WO amount	17,602-00
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	894-20-21	05-02-21	17,602-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,602-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88350	☑ 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:	17,602-00
Amount E – PO / WO value:	17,602-00
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	**15-02-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 12 FEB 2021				
Date		11/2	MINISH PARIKH				

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 36ACAFS2044C1Z7

Order No 74365 Date 5/2/21

Delivery Challan No Date

Bill No. 894 -20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 Paper		5	420	2100				
2	A4 Paper		50	210	10500				
3	Chalpiece		3	180			540		
4	File folder		500	5		2500			
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 15759 Dt: 5/2/21
MRN No: 88350 Dt: 5/02/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees..........

	12% GST	18% GST	0% -5% GST	Amount
Total	12600	2500	540	
SUB Total				
CGST	756	225	-	
SGST	756	225	-	
Grand Total	14112	2950	540	17602 00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 7990 Date: 09/02

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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74365
29.01.21 12:34:13

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.	**Doc No**	74365	168346
	Doc Date	02-02-2021	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
	Quote Date	02-02-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7554 - Stationery - other - Paper - A3 - bundles	5.00	420.00	0.00	12.00	2,352.00
2	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
3	7515 - Stationery - other - Chalkpiece - NA - boxes	3.00	180.00	0.00	0.00	540.00
4	7529 - Stationery - other - File Folders - NA - nos *legal file folder*	500.00	5.00	0.00	18.00	2,950.00
					Total Order Value . . .	**17,602.00**

Rupees : Seventeen Thousand Six Hundred Two 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 Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

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 : 03/02/2021
Contact . .

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

Name : ____________

Date : __/__/____

Company Name	Summit sales LLP				
Site & Phase	Summit Housing LLP			Requisition No.	168346
Date	29-01-2021	Time	4:00 PM	ID No.	63530
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	A3 paper bundles			
2.	Chalkpiece		05	Nos
3.	A4 paper bundles		03	Boxes
4.	Legal file folder		50	Nos
			500	Nos

P.O. 74365

Remarks:For ssllp stock maintenance and site use

Prepared By:	Neha	Approved By:	
Sign. & Date:	29-01-2021	Sign. & Date:	

APPROVED BY
30 JAN 2021
SOHAM MODI
MANAGING DIRECTOR