

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/3/21		Prepared by: PRABHAKAR	
PO/WO no. 74449		PO / WO Date. 4/2/21	
Supplier Name Venkata Sanyal & Sons		PO amount 10,864-00	
Firm/Company SLLP		Project SLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	9121	4/2/21	10,864-00
2			
3			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,864-00
Sl. No.	DC.No	DC. Date	MRN No.
1.	/	/	89480
2.	/	/	88715
3.	/	/	
DC matches MRN			
☐ Yes ☒ No			
☐ Yes ☐ No			
☐ Yes ☐ No			
Amount B –Other Credits : Transportation charges/Charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			
10,864-00			
Amount E – PO / WO value:			
10,864-00			
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			
15/3			
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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 LLCOrder No 74469/168362 Date 4/2/21

Delivery Challan No _____ Date _____

GSTIN 36 AC Q PS204UC127Bill No. 921 **20-21** Date 13/2/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Calbridge 774 ✓		204	485	9700			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16	INWARD							
17	Inward No: <u>15827</u> Dt: <u>13/2/21</u>							
18	MRN No: <u>88715</u> Dt: <u>15/2/21</u>							
19	Received By: _____ Sign: _____							
20	SUMMIT SALES LLP							

Certified by: _____

Stores Manager

Rupees: _____

Total

SUB Total

CGST

SGST

Grand Total

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

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



74449

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04-02-2021 12:29:33

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	74449	168362
Doc Date	04-02-2021	
Quote No	Nil	
Quote Date	04-02-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3502 - Computers and Peripherals - Catridge - NA - nos Epson pigment INK bottle	20.00	485.00	0.00	12.00	10,864.00
Total Order Value . . .					10,864.00

Rupees : Ten Thousand Eight Hundred Sixty Four 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

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 : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		2.2.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168362	
Material required before date:				ID No.		63606	
No	Description	Size	Quantity	Units	Inward No	Date	
1	EPSON INK BOTTLE		20	NOS			
2	MIRRORS		12	NOS			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Remarks: For sslp stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		2.2.2021		Sign. & Date			

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