PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/4/21	Prepared by:	MOUNIKA
PO/WO no.	75501	PO / WO Date.	11/3/21
Supplier Name	Venkataraman stationary	PO/WO amount	2832/-
Firm/Company	SSHHP	Project	SHHP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1052	16/3/21	2832/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2832/-

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:	2832/-
Amount E – PO / WO value:	2832/-
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	19/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	14/4/21	14/4					

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

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. Suman IT Sales LLP

GSTIN 36AEQ RS2044C127

Order No 75501/18269, Date 11/3/21

Delivery Challan No Date

Bill No. 1052 Date 16/3/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Cheque folders		5	80		400			
2	Desk Tray		5	400		2000			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 953 Dt: 23/3/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Total		2400			
SUB Total					
CGST		216			
SGST		216			
Grand Total		2832		2832	

Rupees......................................

MODI PROPERTIES PVT. LTD. SECUNDERABAD
INWARD
No. 76486
Date 12/4
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

 11-03-2021 4:25:29 PM

75501
11.03.21 4:50:41

Copy

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**	75501	182691
	Doc Date	11-03-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	11-03-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7516 - Stationery - other - Cheque folder - NA - nos	5.00	80.00	0.00	18.00	472.00
2	4020 - Consumables - Desk Tray - NA - nos *Grey color*	5.00	400.00	0.00	18.00	2,360.00
				Total Order Value . . .		**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Head office use 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 Common Expenses	Date:	10.03.2021
Site & Phase :	Head Office	Time:	03:42 Pm
		Req. No.	182691
Material required before date:		ID No.	64583

No	Description	Size	Quantity	Units	Inward No	Date
01	Cheque Floder Pouch		05	No's		
02	Table Try 75501		06	No's		
03	Face Mask		100	No's		

Remarks:			
Prepared By	Jai Kumar	Approved by	
Date	10.03.2021	Sign. & Date	

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

APPROVED
11 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE