PURCHASE DIVISION

Advice for approval for credit to supplier E

26/4/21		Prepared by:	Hema
76489		PO / WO Date.	19/4/21
Venkatrama Steel & B-Work		PO/WO amount	11,760/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	94	22/4/21	11,760/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			11,760/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	94	22/4/21	–	□ 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:				11,760/-
Amount E – PO / WO value:				11,760/-
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	30/4/21
Remarks: Lalitha R 29/-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	26 APR				
Date		26/4					

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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 36ACQFS2044C1Z7

Order No 76489 Date 22/4/21

Delivery Challan No Date

Bill No. 2021-22 094 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		50	210	10500				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	10500				
				SUB Total					
				CGST	630				
				SGST	630				
				Grand Total	11760			11760	00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 79861 Date 23/4

INWARD
Inward No: 16242 Dt: 22/4/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees..

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

76489
16.04.21 1:10:45

Purchase Order

19-04-2021 17:00:58

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

Doc No	76489	168592
Doc Date	19-04-2021	
Quote No	Nil	
Quote Date	19-04-2021	
SupplyType	Supply	

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

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

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	50.00	210.00	0.00	12.00	11,760.00
					Total Order Value . . .	**11,760.00**

Rupees : Eleven Thousand Seven Hundred Sixty 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
Penality 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 maintanance 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:	15.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	16.00
Supplier		Req. No.	168592
Material required before date:		ID No.	65499

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundle	A4	50	nos		
2						
3						
4						
5						
6						
7						
8	76489					
9						
10						
11						
12						
13						
14						

Remarks:FOR STOCK MAINTANENCE PURPOSE

Prepared By	BHAVANI		
Sign.& Date	15.4.2021	Sign. & Date	APPROVED BY 19 APR 2021 SOHAM MODI MANAGING DIRECTOR

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