PURCHASE DIVISION

Advice for approval for credit to supplier E

Date:	26/4/21	Prepared by:	Ho do
PO/WO no.	76435	PO / WO Date.	17/4/21
Supplier Name	[illegible]	PO/WO amount	3528/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	093	17/4/21	3,528/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,528/-

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:	3,528/-
Amount E – PO / WO value:	3,528/-
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: [illegible]	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		26 APR 2021				
Date		26/4					

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

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 Salas LLP

GSTIN 36ACQFS2044C1Z7

Order No 76435/182753 Date 17/04/21

Delivery Challan No Date

Bill No. 2021-22 093 Date 22/04/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A13 color 100gsm		5pkt	630	3150				
2									
3									
4									
5									
6									
7	Receipt								
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total						
			SUB Total		3150				
			CGST		189				
			SGST		189				
			Grand Total		3528			3528.	00

CHECKED
SECURITY/SUP.
Dt: 22/04/21
By:

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

MODI PROPERTIES PVT. LTD.
INWARD
No. 79968
Date 23/4
Sign.

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

76435
 17-04-2021 11:03:39 AM Origina 16.04.21 1:10:44

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**	76435	182753
	Doc Date	17-04-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	17-04-2021	
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 *100 GSM A3*	5.00	630.00	0.00	12.00	3,528.00
					Total Order Value . . .	**3,528.00**

Rupees : Three Thousand Five Hundred Twenty Eight 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 Office use.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Summit Sales LLP***
Authorised Signatory
Name : 19/04/2021

Name : ____________________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***
Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	10.04.2021
Site & Phase :	Head Office	Time:	03:35 pm
		Req. No.	182753
Material required before date:		ID No.	65353

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's		
02	Paper Bundles (100 GSM)	A3 (100 GSM)	05	No's		
03	Plastic Box (Transparent)	Medium	15	No's		
	76435					

Prepared By	Jai kumar	Approved by	
Date	10.04.2021	Sign. & Date	

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

APPROVED
14 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE