PURCHASE DIVISION
Advice for approval for credit to supplier

(E) 4/5

Date:	4/5/21	Prepared by:	HEMENDRA
PO/WO no.	76728	PO / WO Date.	27/4/21
Supplier Name	V'Ramana Stationery & B'wnk	PO/WO amount	6,844/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	105	28/4/21	6,844/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,844/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	105	28/4/21	—	□ 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:	6,844/-
Amount E – PO / WO value:	6,844/-
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	8/5/21
Remarks:	I center Fr'adf

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
04 MAY 2021
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 36ACQFS2044C1Z7

Order No 76728/168638 Date 27/4/2021

Delivery Challan No Date

Bill No. 2021-22 105 Date 28/4/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse	8471	20no	290		5800			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		-			
				SUB Total		5800			
				CGST		522			
				SGST		522			
				Grand Total		6844		6844	-

INWARD
Inward No: 1835 Dt: 27/4/21
Dt:
MRN
Sign:
Received By:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD No. 80135 Date 3/5 SEC'BAD

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

 27-04-2021 13:12:24

Purchase Order

Orig 76728
16.04.21 1:14:53

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	**Doc No**	76728	168638
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	27-04-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	27-04-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3516 - Computers and Peripherals - Mouse - NA - nos	20.00	290.00	0.00	18.00	6,844.00
					Total Order Value . . .	**6,844.00**

Rupees : Six Thousand Eight Hundred Fourty Four 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 :

Contact . .

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	01:00
Supplier		Req. No.	168638
Material required before date:		ID No.	65722

No	Description	Size	Quantity	Units	Inward No	Date
1	Mouse 76728		20	nos		
2						
3						

Remarks: For Maintaining Stock Purpose

Prepared By	BHAVANI		
Sign.& Date	27.04.2021	Sign. & Date	

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

APPROVED
27 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE