

PURCHASE DIVISION
Advice for approval for credit to supplier

(E) 4/5

Date:	4/5/21		Prepared by:	HEMENDRA			
PO/WO no.	76777		PO / WO Date.	28/4/21			
Supplier Name	V Ramana Sakti & B. W. K.		PO/WO amount	7,859/-			
Firm/Company	SSLLP		Project	SSLLP			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	115	30/4/21	7,859/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):				7,859/-			
Sl. No.	DC No.	DC Date	MRN No.	DC matches MRN			
1.	115	30/4/21	—	☐ 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:				7,859/-			
Amount E – PO / WO value:				7,859/-			
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: In line B20/-							
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

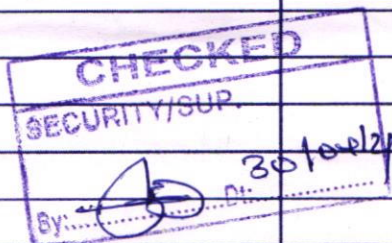
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 76777/182804 Date 28/4/2021

Delivery Challan No _____ Date _____

GSTIN 36AC&FS 2044 C177Bill No. 2021-22 **115** Date 30/4/2021

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 lamination Pouch		6 Pkt	950		5700			
2	A2 lamination Pouch		2 Pkt	480		960			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

6660

599.4

599.4

7858.8

7858.80

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

Page(s) 1 Of 1

28-04-2021 14:35:24



76777

16.04.21 1:14:54

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.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	76777	182804
Doc Date	28-04-2021	
Quote No	Nil	
Quote Date	28-04-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7540 - Stationery - other - Lamination Pouch - NA - nos A3	6.00	950.00	0.00	18.00	6,726.00
2 7540 - Stationery - other - Lamination Pouch - NA - nos A4	2.00	480.00	0.00	18.00	1,132.80
Total Order Value . . .					7,858.80

Rupees : Seven Thousand Eight Hundred Fifty Eight and Paise Eighty 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

Penalty 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 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 : ____/____/____

[illegible]

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