PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/5/21	Prepared by:	HEMENDRA
PO/WO no.	77064	PO / WO Date.	10/5/21
Supplier Name	Venkat R'mana stalg &	PO/WO amount B wrk	12,566/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	162	17/5/21	12,566/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,566/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	162	17/5/21	92069	☐ ~~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:	12,566/-
Amount E – PO / WO value:	12,566/-
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	
Remarks: Incentive B2	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
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: venkatramana.bindingworks@gmail.com

To
M/S. Commit sales. LLP

GSTIN 36ACQFS2044C127

Order No 77064 | 168663. Date

Delivery Challan No Date

Bill No. 2021-22 162 Date 17/05/2021.

36ACQFS2044C127

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 paper Bundles		50pcs	210	10500				
2	stamp pad		24pcs	30	720				
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total						
			SUB Total		11220				
			CGST		673.20				
			SGST		673.20				
			Grand Total		12566.40			12566.	40

Certified by.
Stores Manager

Rupees 12566.40

INWARD
Inward No: 16376 Dt: 18/5/21
MRN No: 92069 Dt: 18/5/21
Received By: Sign:
SUMMIT SALES LLP

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 PRO... PVT. LTD. SEC'BAD
INWARD No. 80626 Date 27/5 Sign

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 10-05-2021 14:46:33

77064
06.05.21 4:35.38

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**	77064	168663
	Doc Date	10-05-2021	
	Quote No	Nil	
	Quote Date	10-05-2021	
	SupplyType	Supply	

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
2	7592 - Stationery - other - stamp pad - NA - nos	24.00	30.00	0.00	12.00	806.40
					Total Order Value . . .	**12,566.40**

Rupees : Twelve Thousand Five Hundred Sixty Six and Paise Fourty 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 : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.05.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168663
Material required before date:		ID No.	66028

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Papaer Bundles	A4	50	Bundles		
2	Stamp Pads	NA	24	nos		

77064

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	06.05.2021	Sign. & Date	

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

APPROVED BY
- 4 MAY 2021
SOHAM MODI
MANAGING DIRECTOR