

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	Ventat R'mana staly &	PO/WO amount	12,566/-
Firm/Company	SSLLP	Project	SHILLP
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.
1.	162	17/5/21	92069
2.			
3.			
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: Incumbent B 20/-			
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. Commit sales. up.

Order No 77064/168663. Date

Delivery Challan No Date

GSTIN 36ACQFS2044C127

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

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 paper Bundles ✓		5020	210	10500			
2	stamp pad ✓		2400	30	720			
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Rupees..... 12566.40

Total

INWARD

SIIR Total

11220

Inward No: 16376 Dt: 18/5/21

MRN No: 92069 Dt: 18/5/21

Received By: Sign: M

SGST

673.20

Receiver's Signature & Seal

Grand Total

12566.40

GSTIN: 36AEJPP5811M122

SUMMIT SALES LLP

12566. 40

Terms & Conditions

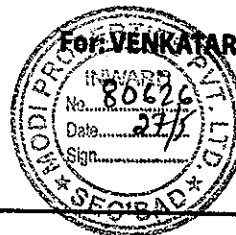
Goods once sold will not be taken back

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



Signature

Purchase Order

Page(s) 1 Of 1

10-05-2021 14:46:33

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



77064
06.05.21 4:35.38

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.

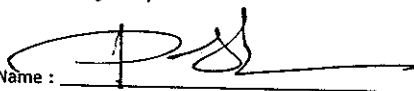
Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2 7592 - Stationery - other - stamp pad - NA - nos	24.00	30.00	0.00	12.00	806.40
Total Order Value . . .					12,566.40
Rupees : Twelve Thousand Five Hundred Sixty Six and Paise Fourty 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
Penalty 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 maintenance 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			
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