PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12-6-21	Prepared by:	P. BHAVANI
PO/WO no.	77111	PO / WO Date.	11-5-21
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	1,062
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	202	2/6/21	1062
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1062

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:				1062
Amount E – PO / WO value:				1062
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	15-6-21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani						
Date	12/6/21						

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		Order No 77111	Date 11/5/21
		Delivery Challan No [redacted]	Date
GSTIN 36 ACQFS 2044 C1ZR		Bill No. 2021-22 202	Date 2/6/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Lexin Boxfile		10no	90		900			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

CHECKED
SECURITY/SUP.
By: Dt: 02/06/

Certified by:
Stores Manager

INWARD
Inward No: 16467 Dt: 17/6/21
MRN No: 92830
Received By: Sign:
SUMMIT SALES LLP

Rupees..........

Total			
SUB Total		900	
CGST		81	
SGST		81	
Grand Total		1062	1062

Receiver's Signature & Seal

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 86799 Date 3/6 Sign.

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.
IFSC / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Page(s) 1 Of 1 11-05-2021 16:37:48

Purchase Order

77111
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.	**Doc No**	77111	182860
	Doc Date	11-05-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	11-05-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos *Rexine (Black Colour) Big*	10.00	90.00	0.00	18.00	1,062.00
					Total Order Value . . .	**1,062.00**

Rupees : One Thousand Sixty Two 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________ Name : ____________ Date : __/__/____

Contact

1258

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	10.05.2021
Site & Phase :	Head Office	Time:	05:27 pm
		Req. No.	182860
Material required before date:		ID No.	66049

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles (100 GSM)	A4	10	No's		
~~02~~	~~Rexine Box Files (Black Colour)~~		~~10~~	~~No's~~		
	77111					

Prepared By	Jai kumar	Approved by	
Date	10.05.2021	Sign. & Date	

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

APPROVED
12 MAY 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE