

PURCHASE DIVISION
Advice for approval for credit to supplier

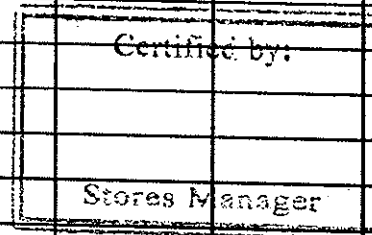
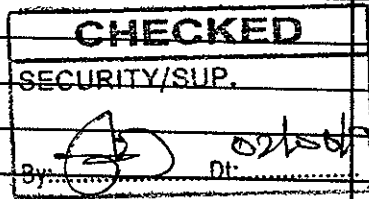
Date: 12-6-21		Prepared by: P. BHAVANI	
PO/WO no. 7711		PO / WO Date. 11-5-21	
Supplier Name Venkateswara Stationery & Binding works		PO/WO amount 1,062	
Firm/Company SSLP		Project HO	
Sl. No.	Bill No.	Bill Date	Bill amount
1	202	21/6/21	1062
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1062
Sl. No.	DC No	DC. Date	MRN No.
1.	/	/	/
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:			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 / WO		☒ 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: <i>[Signature]</i>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: <i>[Signature]</i>			
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: venkataramana.bindingworks@gmail.comTo
M/S. Summit Sales LLPOrder No 77111 Date 11/5/21Delivery Challan No 202 Date 21/6/2021GSTIN 36ACQFS2064C12RBill No. 2021-22 202 Date 21/6/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Lein Boxfile		1000	90		900		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



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

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

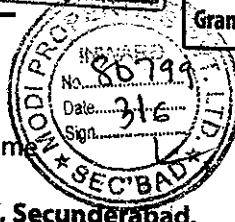
Goods once sold will not be taken back

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.

NEFT CODE COSB0000069 A/C No. 069100102707



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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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11-05-2021 16:37:48



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		Doc No	77111	182860
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.		Doc Date	11-05-2021	
GSTIN 36AEJPP5811M1Z2 27842572 9849360076		Quote No	Nil	
		Quote Date	11-05-2021	
		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
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 : 

Contact

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

1258

7/12/21 **APPROVED**
12 MAY 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE