

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/7/21		Prepared by: HEMENDRA	
PO/WO no. 78181		PO / WO Date. 30/6/21	
Supplier Name V' Ramana stationery & B'ware		PO/WO amount 12,043/-	
Firm/Company SSKLP		Project SSKLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	305	3/7/21	12,043/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,043/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	305	3/7/21	93520 ☒ 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:			12,043/-
Amount E – PO / WO value:			12,043/-
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		10/7/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement 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 78181Date 3/7/21Delivery Challan No 1005

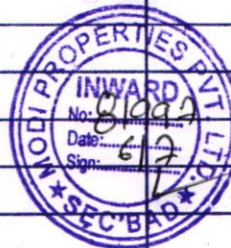
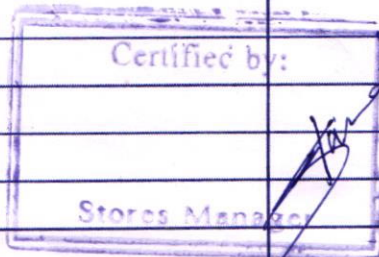
Date

GSTIN 36ACQFS2044C127

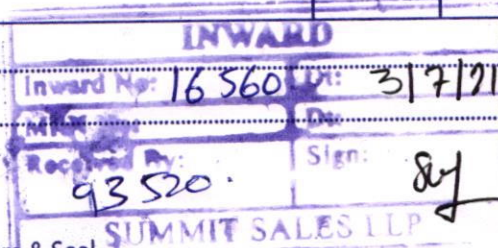
Bill No. 2021-22

305Date 3/7/21

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 paper ✓		50	210	10500			
2	tag file. ✓		20	12		240		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....



Receiver's Signature & Seal

Total	10500	240		
SUB Total				
CGST	630	21/60		
SGST	630	21/60		
Grand Total	11760	283/20	12043	20

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

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01-07-2021 16:35:42



78181

24.06.21 12:06:18

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	78181	168783
Doc Date	30-06-2021	
Quote No	Nil	
Quote Date	30-06-2021	
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 7596 - Stationery - other - Tag files - NA - nos	20.00	12.00	0.00	18.00	283.20
Total Order Value . . .					12,043.20

Rupees : Twelve Thousand Fourty Three and Paise Twenty 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

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 office use purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**For **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-06-2021			
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:18			
Supplier		Req. No.	168783			
Material required before date:		ID No.	67128			
S. No	Description	Size	Quantity	Units	Inward No	Date
1	Paper bundles	A4	50	nos		
2	Tag files		20	nos		
Remarks: For Stock Maintenance Purpose						
Prepared By	BHAVANI					
Sign. & Date	30-06-2021	Sign. & Date				

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

