VEM

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/07/2021	Prepared by:	HIMISH.
PO/WO no.	78339	PO / WO Date.	05/07/2021
Supplier Name	Venkataramana Stationary & Binding Work's.	PO/WO amount	1,680/-
Firm/Company	Meda & Modi Realty Kowkur	Project	GHT.
Sl. No.	Bill No.	Bill Date	Bill amount
1	337	10/07/2021	1,680/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,680/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			93826.	☑ 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:	1,680/-
Amount E – PO / WO value:	1,680/-
Amount F – Difference (A – E): GST-18%	- NIL -

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	30/07/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 23 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
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. Mehta & Modi Realty Kokapet LLP

GSTIN 36ABLEM7631F1Z3

Order No 78339 Date 10/7/21
Delivery Challan No [redacted] Date
Bill No. 2021-22 337 Date 10/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Calculator		3	150		450			
2	Scale Steel		4	25		100			
3	Fevistick		6	18		108			
4	Binder Clip 15M		2	18		36			
5	" " 19M		2	24		48			
6	" " 25M		2	36		72			
7	Rubber Bands		1	40		40			
8	Scissors small		3	50		150			
9	Pen Stand		4	60		240			
10	Net Pad Exam Pads (Big)		3	60		180			
11									
12									
13									
14									
15	INWARD Inward No: 1134 Dt: 12/07/21								
16	MRN No: 43822 Dt: 12/7/21								
17	Received By: Sign:								
18	MEHTA & MODI REALTY KOKAPET LLP								
19									
20	11:43								

Rupees..........

Total	1424	
SUB Total		
CGST	128/16	
SGST	128/16	
Grand Total	1680/32	1680 32

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 8251
Date: 21/7
Sign:

 05-07-2021 15:08:25

Purchase Order

Or 78339

06.07.21 4:40:58

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50000
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	78339	140659
Doc Date	05-07-2021	
Quote No	Nil	
Quote Date	05-07-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7509 - Stationery - other - Calculator - NA - nos	3.00	150.00	0.00	18.00	531.00
2	7583 - Stationery - other - Scale - NA - nos *Steel*	4.00	25.00	0.00	18.00	118.00
3	7528 - Stationery - other - Fevistick - NA - nos	6.00	18.00	0.00	18.00	127.44
4	7505 - Stationery - other - Binder Clips - other - boxes *15mm*	2.00	18.00	0.00	18.00	42.48
5	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	2.00	24.00	0.00	18.00	56.64
6	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	2.00	36.00	0.00	18.00	84.96
7	7581 - Stationery - other - Rubber Bands - NA - pkts	1.00	40.00	0.00	18.00	47.20
8	9561 - Tools - Scissors - other - nos *small*	3.00	50.00	0.00	18.00	177.00
9	7560 - Stationery - other - Pen - NA - nos *Pen Stands*	4.00	60.00	0.00	18.00	283.20
10	7552 - Stationery - other - Note pads - other - nos *Exam Pads (Big)*	3.00	60.00	0.00	18.00	212.40
					Total Order Value . . .	**1,680.32**

Rupees : One Thousand Six Hundred Eighty and Paise Thirty Two 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Purchase Order

 05-07-2021 15:08:25

Original / Office Copy / Purchase Div.Copy

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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/___

Company Name:	MMP Kowkur LLp	Date:	03-07-21
Site & Phase :	GHT	Time:	16:10
Supplier		Req. No.	140659
Material required before date:	06-07-21	ID No.	67259

No	Description	Size	Quantity	Units	Inward No	Date
1	Calculator's	Std	03	Nos		
2	**Scales**	Big	04	Nos		
3	Fevi sticks	Std	06	Nos		
4	Paper clips	15mm	02	Boxes		
5	Paper clips	19mm	02	Boxes		
6	Paper clips	25mm	02	Boxes		
7	Rubber bands	Std	01	Packet		
8	Scissors	Small	03	Nos		
9	Pen stands 78339	Std	04	Nos		
10	Exam pad	Big	03	Nos		
11	Flask	Big	01	Nos		

Remarks: - For

Prepared By	K.Sneha	Approved by	A.Suresh
Sign.& Date	03-07-21	Sign. & Date	03-07-21

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

APPROVED
5 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE