

PURCHASE DIVISION
Advice for approval for credit to supplier

(E) (M)

Date: 17/8/21		Prepared by: MEMENDRA	
PO/WO no. 79232		PO / WO Date. 31/7/21	
Supplier Name Venkataswamy & B. WMC		PO/WO amount 1,717/-	
Firm/Company S.S.L.P.		Project S.S.L.P.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	468	12/8/21	1,717/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 1,717/-			
Sl. No.	DC No.	DC Date	MRN No.
1.	468	12/8/21	95068
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:			
Amount E – PO / WO value: 1,717/-			
Amount F – Difference (A – E): GST-18% 1,717/-			
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		20/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			18 AUG 2021
Date			MINISH PARTH MANAGER PROCUREMENT
			Accounts – receiver of bill
			Accountant
			Accounts Manager

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

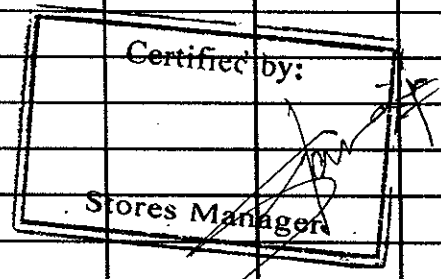
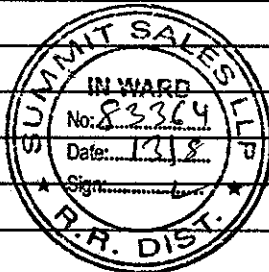
VENKATARAMANA STATIONERY AND BINDING WORKS

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 79232/168880 Date 31/7/2021Delivery Challan No. [REDACTED] DateGSTIN 36ACQ7S 2044 C1Z7Bill No. 2021-22 468 Date 12/8/2021

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	<u>Moude</u>	<u>8476</u>	<u>5</u>	<u>290</u>		<u>1450</u>		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....	Total		
INWARD	SUB Total	<u>1450</u>	
Inward No: <u>16795</u> Dt: <u>12/8/21</u>	CGST	<u>130.5</u>	
MRN No: <u>95068</u> Dt: <u>13/8/21</u>	SGST	<u>130.5</u>	
Receiver's Signature & Seal	Grand Total	<u>1711</u>	<u>1711</u>
Received By: <u>[Signature]</u>			

GSTIN: 36AEJPP5811MTZ

SUMMIT SALES LLP

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

VENKATARAMANA STATIONERY AND BINDING W

Stores Manager

Signature

Purchase Order

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31-07-2021 15:18:00

79232
31.07.21 2:16:54

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	79232	168880
	Doc Date	31-07-2021	
	Quote No	Nil	
	Quote Date	31-07-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

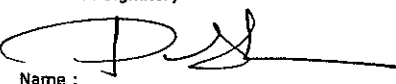
Item Name	Qty	Rate	Dis%	GST	Amount
1 3516 - Computers and Peripherals - Mouse - NA - nos	5.00	290.00	0.00	18.00	1,711.00
Total Order Value . . .					1,711.00
Rupees : One Thousand Seven Hundred Eleven Only.					

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 Stock maintenance purpose.
Completion Date	Nil
Measurement	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 : _/_/

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Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		30-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		10:00AM	
Supplier				Req. No.		168880	
Material required before date:				ID No.		68044	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Mouse		5	Nos			
	79232						
Remarks: For Stock maintenance Purpose							
Prepared By		Bhavani					
Sign. & Date		30-07-2021		Sign. & Date			

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

APPROVED

31 JUL 2021

SOHAM MODI
MANAGING DIRECTOR