

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/9/21		Prepared by: Deek		
PO/WO no. 79886		PO / WO Date. 21/8/21		
Supplier Name Venkatamana Stationery		PO/WO amount 1,416/-		
Firm/Company Summit sales hlp		Project Summit housing hlp		
Sl. No.	Bill No	Bill Date	Bill amount	
1.	511	30/8/21	1,416/-	
2.				
3.				
4.				
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,416/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	-	-	95688	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount B –Other Credits :			-	
Amount C –Other Debits :			-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1,416/-	
Amount E – PO / WO value:			1,416/-	
Amount F – Difference (A – E):			-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input checked="" type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)		
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)		
Excess / short material received		<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)		
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)		
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No		
Payment – due date		6/9/21		
Remarks:				
Approved by	Purchase Officer	Purchase Manager	Accounts – receiver of bill	
Sign:				
Date	21/9/21	03 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT		

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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 LLP

Order No 79886/168938 Date

Delivery Challan No 416 Date

Bill No. 2021-22 **511** Date 30/8/21

GSTIN 36 ACPFS 2044 C1Z7

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	<u>Thermacol</u>		<u>100M</u>	<u>12</u>		<u>1200</u>			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Certified by:
[Signature]
Stores Manager

Rupees.....	INWARD	Total	
	Inward No: <u>16882</u> Dt: <u>30/8/21</u>	SUB Total	<u>1200</u>
	MRN No: <u>95688</u> Dt: <u>30/8/21</u>	CGST	<u>108</u>
	Received By: <i>[Signature]</i> Sign: <i>[Signature]</i>	SGST	<u>108</u>
Receiver's Signature & Seal SUMMIT SALES LLP		Grand Total	<u>1416</u> <u>00</u>

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



Signature *[Signature]*

For VENKATARAMANA STATIONERY AND BINDING WORKS

Purchase Order

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21-08-2021 12:38:00



79886

13.08.21 2:25:58

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	79886	168938
Doc Date	21-08-2021	
Quote No	Nil	
Quote Date	21-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4658 - Electrical - other - Tharmacol - NA - nos	100.00	12.00	0.00	18.00	1,416.00
Total Order Value . . .					1,416.00

Rupees : One Thousand Four Hundred Sixteen 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** Included in the above price.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above for Stock urpose**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 : ___/___/___

21/08/2021

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S. No		Description		Size	Quantity	Units	Inward No	Date
1		Pipe		1" 1.5mm	500	Nos		
2		Pipe		1" 1.2mm	200	Nos		
3		Bends		1.5mm	500	Nos		
4		Deep Box		25mm	240	Nos		
5		Fan Box		1"	150	Nos		
6		Insulation Tapes			540	Nos		
7		Metal Box		6 Way	100	Nos		
8		Thermocol sheet	79886		100	Nos		
9		PVC Round Covers		6"	150	Nos		
10		PVC Round Covers		3"	500	Nos		
11		Dummy Packet			10	Nos		
12		Flexible Pipe		3/4"	10	Bundles		

Remarks: For Stock Maintenance Purpose

Prepared By	Bhavani	Sign. & Date	
Sign. & Date	16-08-2021	Sign. & Date	

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

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