

PURCHASE DIVISION
Advice for approval for credit to supplier

② 1569 ② ✓

Date: 16/9/21		Prepared by: Hoda	
PO/WO no. 80377		PO / WO Date. 7/9/21	
Supplier Name: Vinkat Ramesh Sathy & B		PO/WO amount: 1,416/-	
Firm/Company: S S L P		Project: S L P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	570	14/9/21	1,416/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 1,416/-			
Sl. No.	DC No	DC. Date	MRN No.
1.	-	-	96464
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: 1,416/-			
Amount F – Difference (A – E): GST-18% 1,416/-			
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		23/9/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	MD
Sign:		17 SEP 2021	
Date		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. 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 80377Date 14/9/21Delivery Challan No [REDACTED]

Date

GSTIN 36ACQF52044C127

Bill No. 2021-22

570

Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	<u>Scrubbing pad</u>	<u>✓</u>	<u>100</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								

Rupees.....

INWARD

Total

1200Inward No: 16967 Dt: 15/9/21

Sub Total

MRN No: 96484 Dt: 16/9/21Received By: [Signature] Sign: [Signature]

CGST

108

SGST

108

Receiver's Signature & Seal

SUMMIT SALES LLP

Grand Total

14161416

GSTIN: 36AEJPP5811M122

Terms & Conditions

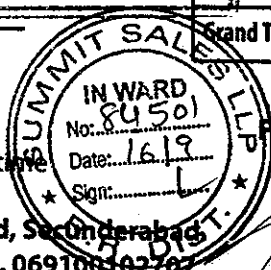
Goods once sold will not be taken back

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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07-09-2021 12:44:11

Ori



80377

02.09.21 4:46:57

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	80377	168991
Doc Date	07-09-2021	
Quote No	Nil	
Quote Date	07-09-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

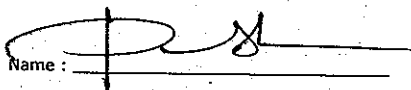
Item Name	Qty	Rate	Dis%	GST	Amount
1 7584 - Stationery - other - Scribbling Pads - other - nos	100.00	12.00	0.00	18.00	1,416.00
Total Order Value . . .					1,416.00
Rupees : One Thousand Four Hundred Sixteen Only.					

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** 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 : 

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:		04-09-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00PM	
Supplier				Req. No.		168991	
Material required before date:					ID No.		69152

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Plastic Blue Sheet	12x18	2160	Sft		
2	Blue Sheet	24x18	4320	Sft		
3	Cube Testing Moulds	6"x6"	12	Nos		
4	Scribling Pads 80377		100	Nos		
5	Crowbar		10	Nos	W	

Remarks: For Stock Replenishing Purpose

Prepared By		Bhavani		APPROVED BY 06 SEP 2021 SOHAM MODI MANAGING DIRECTOR	
Sign. & Date		04-09-2021			

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