E) 159 (2)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/9/21	Prepared by:	Harsha
PO/WO no.	80377	PO / WO Date.	7/9/21
Supplier Name	Venkatrama Steel & B'ware	PO/WO amount	1,416/-
Firm/Company	SSLLP	Project	SSLLP
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.	DC matches MRN
1.	–	–	96464	☐ 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:	
Amount E – PO / WO value:	1,416/-
Amount F – Difference (A – E): GST-18%	1,416/- 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	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED 17 SEP 2021 MANISH 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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 80377 Date 14/9/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 570 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Scribbling pad	✓	100	12		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		1200			
				SUB Total					
				CGST		108			
				SGST		108			
				Grand Total		1416		1416	00

Rupees..........

INWARD
Inward No: 16967 Dt: 15/9/21
~~MRN No:~~ 96464 Dt: 16/9/21
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 84501
Date: 16/9
Sign:
R.R. DIST.

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

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
Penality 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

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

Date : __/__/____

1196

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		

Remarks:For Stock Replenishing Purpose

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

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