Advice for approval for credit to supplier

Date:	13/10/21	Prepared by:	Hemendra
PO/WO no.	8/201	PO / WO Date.	30/9/21
Supplier Name	Venkataramana Stationary & B'work	PO/WO amount	26,817/-
Firm/Company	SSLLP	Project	SRLLP

Sl. No.	Bill No.	Bill Date	Bill amount
1	660	6/10/21	26,817/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			26,817/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—		☐ 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:	26,817/-
Amount E – PO / WO value:	26,817/-
Amount F – Difference (A – E): GST-18%	

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	21/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date		14/10/21					

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 36 ACAFS2044C1Z7

Order No 81201 Date 30/9/21

Delivery Challan No Date

Bill No. 2021-22 660 Date 6/10/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper	4802	50	210	10500				
2	fevistick	3506	30	18		540			
3	Pen Blue 40 Black no Red 20	9609	100	3		300			
4	Ink Catridge	3215	20	560	11200				
5	Cellotape 2" Brn	3919	24	35		840			
6	Highlighter	9609	30	15		450			
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 17086 Dt: 2.10.21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. INWARD No. 83215 Date 12.10.21

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total	21700	2130			
SUB Total					
CGST	1302	191/70			
SGST	1302	191/70			
Grand Total	24304	2513/40		26817	40

Rupees..

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

81201
30.09.21 4:25:50

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	**Doc No**	81201	169053
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	30-09-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	30-09-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
3	7560 - Stationery - other - Pen - NA - nos *Blue-40 black-40 red-20*	100.00	3.00	0.00	18.00	354.00
4	7558 - Stationery - other - Ink Catridge - NA - nos	20.00	560.00	0.00	12.00	12,544.00
5	7514 - Stationery - other - Cello Tape - other - nos *Brown tape (2inch)*	24.00	35.00	0.00	18.00	991.20
6	7533 - Stationery - other - Highlighter - NA - nos *All colors*	30.00	15.00	0.00	18.00	531.00
					Total Order Value . . .	**26,817.40**

Rupees : Twenty Six Thousand Eight Hundred Seventeen and Paise Fourty 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 Site use purpose.

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 : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169053
Material required before date:		ID No.	69826

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Recron		400	Nos		
2	Mastic pad-Armour Board	6'x4'	20	Nos		
3	Plastic Blue Sheet	12x18	4320	Sft		
4	Spade With Handle		20	Nos		
5	Labour Helmets Female		100	Nos		
6	Staff&Visitor Helmets		50	Nos		
7	Paper	A4	50	Bundles		
8	Fevistic		30	Nos		
9	Labour Helmets Male		200	Nos		
10	Safety Indication Ribbon		20	Nos		
11	Crowbar		5	Nos		
12	Marker Pens-Blue		40	Nos		
13	Marker Pens-Black		40	Nos		
14	Marker Pens-Red ~~8199~~ 81201		20	Nos		
15	Epson Ink		20	Nos		
16	Brown Tapes	2"	24	Nos		
17	Highlighter-All Colours		30	Nos		

Remarks:For Replenishing Stock Purpose			
Prepared By	Bhavani		
Sign.& Date	27-09-2021	Sign. & Date	APPROVED BY 28 SEP 2021 SOHAM MODI MANAGING DIRECTOR

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