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PURCHASE DIVISION

Advice for approval for credit to supplier

3/12

Date:	2/12/21	Prepared by:	Hoda
PO/WO no.	82702	PO / WO Date.	18/11/24
Supplier Name	V'Ramana stationary &	PO/WO amount	2,832/-
Firm/Company	SSLLP	Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	838	27/11/24	2,832/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,832/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	99929	☑ 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:	2,832/-
Amount E – PO / WO value:	2,832/-
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	10/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		APPROVED					
Date		03 DEC 2021					

MINISH PARIKH
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 36ACAFS2044C1Z7

Order No 82702 Date 18/11/21

Delivery Challan No Date

Bill No. 2021-22 838 Date 27/11/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermacol		200	12		2400			
2	(Sheet)								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 17288 Dt: 30/11/21
MRN No: 99929 Dt: 1/12/21
Received By: Sign:
SUMMIT SALES LLP

Total		2400		
SUB Total				
CGST		216		
SGST		216		
Grand Total		2832	2832	00

Rupees........

SUMMIT SALES LLP R.R. DIST. IN WARD No: 87598 Date: 2/12/21 Sign:

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

20-11-2021 12:57:27

Purchase Order

82702
12.11.21 5:08:07

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.	**Doc No**	82702	169181
	Doc Date	18-11-2021	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
27842572 9849360076	**Quote Date**	18-11-2021	
	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 - Thermacol - NA - nos	200.00	12.00	0.00	18.00	2,832.00
					Total Order Value . . .	**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two 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	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 replenishing urpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 24/11/2021

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:	15-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169181
Material required before date:		ID No.	71223

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	32mm	24	Nos		
2	Binder Clips 103	50mm	12	Nos		
3	Calculater		10	Nos		
4	Stapler Pins 82695	Small	100	Nos		
5	Fevistic		30	Nos		
6	Marker-Black		30	Nos		
7	Punch machine	Big	10	Nos		
8	Mouse		5	Nos		
9	Thermocol 82702		200	Nos		
10	Biometric Adapter		5	Nos		
11	Teflon Tapes 82701		500	Nos		
12	Plastic Blue Sheet 82700	12x18	6480	sft		
13	Blue Sheet	24x18	8640	sft		
14	Spade With Handle	82697	20	Nos		
15	Cube Testing Moulds		24	Nos		
61	Whitners		20	Nos		
17	Stamp Pad		20	Nos		
18	Paper	A4	50	Bundles		
19	Bombay Broom	Small	200	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	15-11-2021	Sign. & Date	15 NOV 2021 SOHAM MODI MANAGING DIRECTOR

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