(e) (E) 10/12

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/12/2021	Prepared by:	Saikiran
PO/WO no.	83022	PO / WO Date.	26/11/2021
Supplier Name	Venkataramana Stationary	PO/WO amount	2832
Firm/Company	SS LLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	839	27/11/2021	2832
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2832

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			99928	☑ 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:	2832
Amount E – PO / WO value:	2832
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	13/12/2021
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Saikiran		APPROVED 11 DEC 2021 MINISH PARIKH MANAGER - PROCUREMENT				
Date	9/12/2021						

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 83022 Date 26/11/21

Delivery Challan No Date

Bill No. 2021-22 **839** Date 27/11/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermocol		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: 17287 Dt: 30-11-21
MRN No: 99928 Dt: 30/11/21
Received By: Sign:
SUMMIT SALES LLP

Rupees..

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

SUMMIT SALES LLP
IN WARD
No: 88629
Date: 8/12
Sign:
R.R. DIST.

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

Purchase Order

 26-11-2021 15:09:31

83022
25.11.21 3:42:03

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**	83022	169189
	Doc Date	26-11-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	18-11-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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 : 29/11/2021

Contact : -

Accepted the above Terms And Conditions
For *Venkatramana Stationery & Binding works*

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169189
Material required before date:		ID No.	71419

S.No	Description	Size	Quantity	Units	Inward No	Date
1	RG 6 TV Cable	100mtrs	1200	Mtrs		
2	Telephone Wire 2 Pair	90mtrs	10	Nos		
3	GI Earth Pipe	2"x5.5'	20	Nos		
4	Copper Plate	1'x1x3mm	20	Nos		
-	Bentonite Powder		10	Bags		
6	Pipe	1"1.5mm	800	Nos		
7	Pipe	1"1.2mm	500	Nos		
8	Bends	1.5mm	2000	Nos		
9	Deep Box	25mm	180	Nos		
10	Junction Box	25mm	600	Nos		
11	Insulation Tapes 83021		500	Nos		
12	8 Metal Box		60	Nos		
13	6 Metal Box		450	Nos		
14	Thermocol Sheet	83022	200	Nos		
15	PVC Round Covers	3"	200	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign.& Date	22-11-2021	Sign. & Date	

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

APPROVED
27 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT