(E)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/12/21	Prepared by:	Janaki
PO/WO no.	83327.	PO / WO Date.	08/12/21
Supplier Name	Venkataramana Stationary/Bind	PO/WO amount	472/-
Firm/Company	SSLP common Expenses	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	890	08/12/21	472/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472/-

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:	472/-
Amount E – PO / WO value:	472/-
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	27/12/21
Remarks: Final bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Janaki		APPROVED 31 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	23/12/21						

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 36ACGFS2044C1Z7

Order No 83327 Date 8/12/21

Delivery Challan No Date

Bill No. 2021-22 **890** Date 8/12/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	office taped tray		1	400		400			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 633 Dt: 08/12/21
MRN No: Dt:
Received By: Samarjit Sign:
M... PROPERTIES

Rupees..

Total					
SUB Total					
CGST		36			
SGST		36			
Grand Total		472		472	—

Receiver's Signature & Seal

SUMMIT SALES LLP R.R. DIST.
INWARD No: 88176 Date: 11/12 Sign:

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

 06-12-2021 15:06:18

83327
02.12.21 2:45:21

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**	83327	183313
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	04-12-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	04-12-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5507 - Furniture - Office Table - NA - nos *Table Try*	1.00	400.00	0.00	18.00	472.00
					Total Order Value . . .	**472.00**

Rupees : Four Hundred Seventy 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 06/12/2021

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

1500

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	02.12.2021
Site & Phase :	Head Office	Time:	04:41 pm
		Req. No.	183313
Material required before date:		ID No.	71740

No	Description	Size	Quantity	Units	Inward No	Date
01	Paper Bundles	A4	50	No's		
02	Paper Bundles (A4- 100 GSM)	A4	05	No's		
03	Paper Bundles (Legal Green)	Legal	05	No's		
04	Table Try 83327		01	No		
05	ID card plastic holders		100	No's		

Remarks:

Prepared By	Jai kumar	Approved by	
Date	02.12.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.