Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Purchase Voucher

No. : **PUR/10049**
Ref.: **005 dt. 19-May-2020**

Dated : 29-May-2020

Party's Name: SUP-Venkataramana Stationery & Binding Works
H.No:1-5-85, General BBazar, Secunderabad
GSTIN/UIN : **36AEJPP5811MZ2**

Particulars		Amount
Sundry Purchases GST 18%	*6,170.00*	**₹ 9,689.00**
Sundry Purchases GST 12%	*2,150.00*	
Input CGST	*684.30*	
Input SGST	*684.30*	
OIE-Rounded Off	*0.40*	

On Account of :
Being purchase of stationary items from venkataramana stationary & binding works vide bill no 005 dt 19.5.2020 po no 66861

Amount (in words) :
Indian Rupees Nine Thousand Six Hundred Eighty Nine Only

for SUP-Venkataramana Stationery & Binding Works

Prepared by: sowmya@modiproperties.com   Approved by   Receiver's Signature

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/5/20	Prepared by:	V. Ravali
PO/WO no.	66861	PO / WO Date.	20/3/20
Supplier Name	venkataramana stationary & binding works	PO/WO amount	9,689/-
Firm/Company	summit sales bwp	Project	sswp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	005	19/5/20	9,689/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,689/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79079	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	—
Amount C –Other Debits :_	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	9,689/-
Amount E – PO / WO value:	9,689/-
Amount F – Difference (A – E):	—

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	30/5/20
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Ravali	[signature]	[signature] APPROVED 28 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT		Bhavani		
Date	28/5/20	28/5			29/5/2020		

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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 ACQFS2044C1Z7

Order No Po-66861 Date

Delivery Challan No Date

Bill No. 005 Date 19/5/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	pensil carbon paper	✓	10pkt	140		1400			
2	feni stick	✓	2nos	20		40			
3	calculators	✓	20nos	150		3000			
4	pensil	✓	10pkt	40	400				
5	Ledger paper bundles	✓	5pkt	350	1750				
6	Stapler pins boxes	✓	60pc	5.50		330			
7	note pads		36nos	25		900			
8	cloth cover A3 ✓	✓	100nos	5		500			
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
				Total	2150	6170			
				SUB Total	2150	6170			
				CGST	129	555.30			
				SGST	129	555.30			
				Grand Total	2408	7280.60		9688.	60

21/5/20

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 65628
Date 22/5/20
Sign:

INWARD
Inward No: 14243 Dt: 19/5/20
MRN No: 79079 Dt: 20/5/20
Received By: Sign:
SUMMIT SALES LLP

Rupees........

Receiver's Signature & Seal

Certified by:
Stores Manager

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

 21-03-2020 16:16:09

66861
16.03.20 3:39:24

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**	66861	14483
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	20-03-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	20-03-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	10.00	140.00	0.00	18.00	1,652.00
2	7528 - Stationery - other - Fevistick - NA - nos	2.00	20.00	0.00	18.00	47.20
3	7509 - Stationery - other - Calculator - NA - nos	20.00	150.00	0.00	18.00	3,540.00
4	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
5	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	350.00	0.00	12.00	1,960.00
6	7594 - Stationery - other - Stapler pin - other - boxes *10 no*	60.00	5.50	0.00	18.00	389.40
7	7552 - Stationery - other - Note pads - other - nos *stick notes*	36.00	25.00	0.00	18.00	1,062.00
8	7530 - Stationery - other - Folder cover - NA - nos *Courier cloth covers A3*	100.00	5.00	0.00	18.00	590.00
					Total Order Value . . .	**9,688.60**

Rupees : Nine Thousand Six Hundred Eighty Eight and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	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,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us
Warranty	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	18.03.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14483
Material required before date:		ID No.	56477

No	Description	Size	Quantity	Units	Inward No	Date
1	STICK NOTE		36	NOS		
2	CARBON PAPER		10	BOX		
3	COURIER CLOTH COVER	A3	100	NOS		
4	FEVISTIC 66861		2	BOX		
5	CALCULATOR		20	NOS		
6	PENCIL BOX		10	NOS		
7	LEDGER PAPER	GREEN	05	BDL		
8	STAPLER PIN -10		60	BOX		

Remarks:For stock maintainance

Prepared By	MOUNIKA	Approved by	
Sign.& Date	18.03.2020	Sign. & Date	

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

APPROVED BY
18 MAR 2020
MANAGING DIRECTOR