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

Purchase Voucher

No. : **PUR/10054**
Ref.: **025 dt. 26-May-2020**

Dated : 28-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%	*10,070.00*	**₹ 39,099.00**
Sundry Purchases GST 12%	*24,300.00*	
Input CGST	*2,364.30*	
Input SGST	*2,364.30*	
OIE-Rounded Off	*0.40*	

On Account of :
Being purchase of stationary items from venkataramana stationary and binding works vide bill no 025 dt 26.5.2020 po no 67105
Amount (in words) :
Indian Rupees Thirty Nine Thousand Ninety 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:	29/5/20	Prepared by:	V. Ravali
PO/WO no.	67105	PO / WO Date.	18/5/20
Supplier Name	venkataramana stationery & binding work	PO/WO amount	39,099/-
Firm/Company	summit sales llp	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	025	26/5/20	39,099/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			39,099/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79299	☑ 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:	39,099/-
Amount E – PO / WO value:	39,099/-
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	1/6/20

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Ravali	[signature]	APPROVED 02 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT [signature]		[signature]	[signature]	[signature]
Date	29/5/20	2/6				4/6/2020	

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 36ACQFS2044C1Z7

Order No 67105 Date 26/5/2020

Delivery Challan No Date

Bill No. 025 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		100	210	21000				
2	Ledger Paper (90gm)		10	330	3300				
3	File folder A3		500	5		2500			
4	" " A4		500	5		2500			
5	Calculator		15	150		2250			
6	Fevistick.		40	20		800			
7	Stapler Pin.		40	5.50		220			
8	Binder Clips (25)		24	36		864			
9	Binder Clips (32)		24	39		936			
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total	24300	10070			
				SUB Total					
				CGST	1458	906/30			
				SGST	1458	906/30			
				Grand Total	27216	11882/60		39098	60

28/5/20

INWARD
Inward No: 14245 Dt: 20/5/20
MRN No: 79143 Dt: 20/5/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

INWARD
Inward No: 14274 Dt: 27/5/20
MRN No: 79299 Dt: 27/5/20
Received By: Sign:
SUMMIT SALES LLP

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

INWARD No 65807 Date 28/5/20 Sign:
...ERTIES PVT. LTD. SECBAD

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 18-05-2020 12:33:21 PM

67105

06.05.20 1:44:19

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**	67105	14510
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	18-05-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	12-05-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
2	7542 - Stationery - other - Ledger Paper - NA - bundles *Green LEDGER*	10.00	330.00	0.00	12.00	3,696.00
3	7529 - Stationery - other - File Folders - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
4	7529 - Stationery - other - File Folders - NA - nos *A4*	500.00	5.00	0.00	18.00	2,950.00
5	7509 - Stationery - other - Calculator - NA - nos	15.00	150.00	0.00	18.00	2,655.00
6	7528 - Stationery - other - Fevistick - NA - nos	40.00	20.00	0.00	18.00	944.00
7	7594 - Stationery - other - Stapler pin - other - boxes *10 no.*	40.00	5.50	0.00	18.00	259.60
8	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	24.00	36.00	0.00	18.00	1,019.52
9	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	24.00	39.00	0.00	18.00	1,104.48
				Total Order Value . . .		**39,098.60**

upees : Thirty Nine Thousand Ninty 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

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________

Date : __/__/____

Purchase Order

 18-05-2020 12:33:21 PM Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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:	16.5.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14510
Material required before date:	URGENT	ID No.	56758

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER	A4	100	BDL		
2	LEDGER PAPER - GREEN		10	BDL		
3	FILE FOLDER	A3	500	NOS		
4	FILE FOLDER	A4	500	NOS		
5	CALCULATORS		15	NOS		
6	FEVISTICK		2	BOXES		
7	STAPLER PINS	NO-10	40	BOXES		
8	BINDER CLIPS	25MM	24	BOXES		
9	BINDER CLIPS	32MM	24	BOXES		

Remarks: FOR SSLLP STOCK MAINTAINANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	16.05.2020	Sign. & Date	APPROVED BY 18 MAY 2020 SOHAM MODI MANAGING DIRECTOR

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