

PURCHASE DIVISION
Advice for approval for credit to supplier

To:	17/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	72504	PO / WO Date.	27/11/20.
Supplier Name	Venkataswamy Stationery & Binding works		7,153
Firm/Company	SS LLP	PO/WO amount Project	811p
No.	Bill No.	Bill Date	Bill amount
	666	8/12/20.	7,153
			/

Amount A – Bills total (Excluding Transport & Hamali Charges): 7,153.

No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86164	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

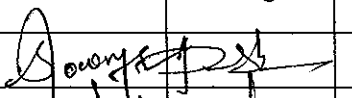
Amount D (D=A+B-C) – Amount to be credited to the supplier: 7,153

Amount E – PO / WO value: 7,153

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	26.12.2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	17/12/20 17/12						

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

Cell: 98493600

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

Signature

Purchase Order

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27-11-2020 15:25:30



72504

25.11.20 1:07:27

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 72504 168162

Doc Date 27-11-2020

Quote No Nil

Quote Date 27-11-2020

SupplyType Supply

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7560 - Stationery - other - Pen - NA - nos Blue -300, black -200	500.00	3.00	0.00	12.00	1,680.00
2 7529 - Stationery - other - File Folders - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
3 7560 - Stationery - other - Pen - NA - nos Cello -Blue	100.00	5.00	0.00	12.00	560.00
4 7513 - Stationery - other - Cello Tape - 1 In - nos Brown tape-3 inch	20.00	12.00	0.00	18.00	283.20
5 3518 - Computers and Peripherals - Pen Drive - other - nos	3.00	500.00	0.00	12.00	1,680.00

Total Order Value . . .

7,153.20

Rupees : Seven Thousand One Hundred Fifty Three and Paise Twenty 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.

Penalty For Delay Nil

Transportation Cost 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

Requisition Form

Company Name:	SLLP	Date:	25.11.2020
& Phase :	SHLLP	Time:	17.00
Supplier		Req. No.	168162
Material required before date:		ID No.	61832

Description	Size	Quantity	Units	Inward No	Date
GLBUCKETS		24	NOS		
SPADE WITH HANDLE		20	NOS		
PEN DRIVE /		3	NOS		
BUBBLE CANS		20	NOS		
PLASTIC BUCKET WITH MUG		10	NOS		
SANITIZER		30	NOS		
MOPPING STICKS		20	NOS		
WIPERS		20	NOS		
ACID		60	NOS		
PENS ORDINARY ✓	BLUE	300	NOS		
PENS ORDINARY ✓	BLACK	200	NOS		
FILE FOLDERS ✓	A3	500	NOS		
CELLO PENS ✓	BLUE	100	NOS		
BROWN TAPE ✓	3"	20	NOS		

Remarks: For Stock maintenance purpose

Prepared By	SOWMYA	Approved by	
Signature & Date	25.11.2020	Sign. & Date	

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

