PURCHASE DIVISION
Advice for approval for credit to supplier

te:	17/12/20.	Prepared by:	D.SOWMYA
/WO no.	72504	PO / WO Date.	27/11/20.
pplier Name	Venkataramana Stationary & Binding works	PO/WO amount	7,153
m/Company	sllp	Project	8hllp
No.	Bill No.	Bill Date	Bill amount
	666	8/12/20.	7,153
mount 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

mount B – Other Credits : Transportation charges	–
mount C – Other Debits :	–
mount D (D=A+B-C) – Amount to be credited to the supplier:	7,153
mount E – PO / WO value:	7,153
mount F – Difference (A – E): GST-18%	–

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
s 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:	Sowmya	[signature]					
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

TAX INVOICE

Ph: 040 - 278425
Cell: 98493600

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

Summit Sales LLP

36ACQFS2044C1Z7

Order No 72504	Date 8/12/20
Delivery Challan No	Date
Bill No. 666 -20-21	Date

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps
Pen Blue 300/Black 200		500	3	1500			
File Folder A3		500	5		2500		
Pen Cello Blue		100	5	500			
Cello Tape Brown		20	12		240		
Pen Drive		3	500	1500			
Total				3500	2740		
SUB Total							
CGST				210	246/60		
SGST				210	246/60		
Grand Total				3920	3233/20		7153

11/12/20

MODI PROPERTIES PVT LTD SEC'BAD
Inward No: 2320
Date: 14/12
Sign:

Certified by:
Stores Manager

INWARD
Inward No: 15388 Dt: 8/12/20
MRN No: 8614 Dt: 10/12/20
Received By: Sign:
SUMMIT SALES LLP

...es.........

...ver's Signature & Seal

...IN: 36AEJPP5811M1Z2

...s & Conditions

...ls once sold will not be taken back

...est @2%p.m. if not paid within 30 days time

...ect to Secunderabad Jurisdiction.

...COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

...S / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WO...

Signature

Purchase Order

Page(s) 1 of 1 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.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	72504	168162
Doc Date	27-11-2020	
Quote No	Nil	
Quote Date	27-11-2020	
SupplyType	Supply	

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.
Penality 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 maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Requisition Form

ɪpany Name:	SSLLP	Date:	25.11.2020
& Phase :	SHLLP	Time:	17.00
plier		Req. No.	168162
erial required before date:		ID No.	61832

Description	Size	Quantity	Units	Inward No	Date
~~GI BUCKETS~~		~~24~~	NOS		
~~SPADE WITH HANDLE~~		~~20~~	NOS		
PENDRIVE		3	NOS		
BUBBLE CANS	7250x.	20	NOS		
PLASTIC BUCKET WITH MUG	7250	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		

ɛmarks:For Stock maintenance purpose

pared By	SOWMYA	Approved by	APPROVED BY
n.& Date	25.11.2020	Sign. & Date	26 NOV 2020

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

SOHAM MODI
MANAGING DIRECTOR