PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/12/20	Prepared by:	NEHA .C
PO/WO no.	72760	PO / WO Date.	07/12/20
Supplier Name	Venkatramana stationary & Binding works	PO/WO amount	7,736/-
Firm/Company	Summit sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	690	14/12/20	7,736/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,736/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86298	☑ 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:	7,736/-
Amount E – PO / WO value:	7,736/-
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	25/12/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	21/12/20	21/12					

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 additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Off...

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

36ACRFS2044C1Z7

Order No 72760	Date 14/12/2
Delivery Challan No	Date
Bill No. 690	Date

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. P
Marker Blue		30	15	450			
Project folder B		500	5		2500		
L File folder		200	8		1600		
Pencil		5	40	200	-		
Stapler Small		20	35		700		
Pen. B.R.B		400	3	1200			
Total				1850	4800		
SUB Total							
CGST				111	432		
SGST				111	432		
Grand Total				2072	5664		773

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 72412 Date 19/12 Sign. Neha

pees........

INWARD	
Inward No: 15422	Dt: 14/12/20
MRN No: 86298	Dt: 14/12/20
Received By:	Sign:

SUMMIT SALES LLP

ceiver's Signature & Seal

STIN: 36AEJPP5811M1Z2

rms & Conditions
oods once sold will not be taken back
terest @2%p.m. if not paid within 30 days time
bject to Secunderabad Jurisdiction.

IE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
GS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING W

Signature

Purchase Order

 21-12-2020 11:10:38

72760
25.11.20 1:31.18

rom 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**	72760	168184
	Doc Date	07-12-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	07-12-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7544 - Stationery - other - Marker - NA - nos *Blue*	30.00	15.00	0.00	12.00	504.00
2	7571 - Stationery - other - Projects folder - NA - nos *A3*	500.00	5.00	0.00	18.00	2,950.00
3	7529 - Stationery - other - File Folders - NA - nos *L*	200.00	8.00	0.00	18.00	1,888.00
4	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
5	7593 - Stationery - other - Stapler - other - nos *Small*	20.00	35.00	0.00	18.00	826.00
6	7560 - Stationery - other - Pen - NA - nos *Blue-200,Black-100 ,Red-100*	400.00	3.00	0.00	12.00	1,344.00
					Total Order Value . . .	**7,736.00**

Rupees : Seven Thousand Seven Hundred Thirty Six 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
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 maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

Remarks

Requisition Form

mpany Name:	SSLLP	Date:	3.12.20
e & Phase :	SHLLP	Time:	10.30
pplier		Req. No.	168184
aterial required before date:		ID No.	62078

	Description	Size	Quantity	Units	Inward No	Dat
	Marker	Blue	30	nos		
	Project folder	A3	500	nos		
	File folder	L	200	nos		
	Pencil box		5	nos		
	Stapler	No 10	20	nos		
	Ordinary pens	Blue	200	nos		
	Ordinary pens	Black	100	nos		
	Ordinary pens	Red	100	nos		

7270

APPROVED BY
02 DEC 2020
SOHAM MO
MANAGING DIR

emarks: Stock maintenance and site use

pared By	SOWMYA	Approved by	
n.& Date	3.12.2020	Sign. & Date	

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