

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/12/20		Prepared by: NEHA .C	
PO/WO no. 73088		PO / WO Date. 18/12/20	
Supplier Name Venkataranana Stationary & Binding works		PO/WO amount 4,956/-	
Firm/Company SS11P		Project SH11P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	713	19/12/20	4,956/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 4,956/-			
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN
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: -			
Amount E – PO / WO value: 4,956/-			
Amount F – Difference (A – E): GST-18% 4,956/-			
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		01/01/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: Kulkarni P. S.			
Date	30/12/20	31/12	

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 pages.

TAX INVOICE

Ph: 040 - 27842

Cell: 9849360

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

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

Summit Sales LLP

Order No 73088

Date 18/12/2020

Delivery Challan No

Date

Bill No. 71320-21

Date 19/12/2020

PARTICULARS

HSN
Code

Qty

Rate

12%
GST18%
GST0% -5%
GSTAmount
Rs.A3 lamination Pouch
L-folders

4000

950

3800

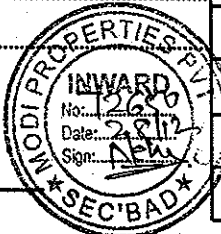
5000

8

400

~~Summit Sales LLP~~
~~18/12/2020~~

INWARD	
Inward No: 617	Dt: 21/12/20
MRN No:	Dt:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

Four Thousand Nine Hundred
And Fifty Six only

Supplier's Signature & Seal

IN: 36AEJPP5811M1Z2

Terms & Conditions

Once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

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

S / NEFT CODE COSB0000069 A/C No. 069100102707

Total			
SUB Total		4200	
18% GST		756	
12% GST		504	
Grand Total		5460	4956

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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18-12-2020 13:02:25

Orig



73088

16.12.20 11:34:54

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	73088	16762
Doc Date	18-12-2020	
Quote No	Nil	
Quote Date	18-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7540 - Stationery - other - Lamination Pouch - NA - nos Lamination sheet-A3-04 Packets	4.00	950.00	0.00	18.00	4,484.00
2 7538 - Stationery - other - L - File Folders - NA - nos Legal size-Packets	50.00	8.00	0.00	18.00	472.00
Total Order Value . . .					4,956.00

Rupees : Four Thousand Nine Hundred Fifty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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 Head office purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	18.12.2020
Location & Phase :	Head Office	Time:	10:47 Pm
		Req. No.	16762
Material required before date:		ID No.	62385

No	Description	Size	Quantity	Units	Inward No	Date
01	Lamination Sheet	950 A3	04	Packets		
02	L- Folder for MD legal size	Legal	05	packets		
		80s				



Prepared By	Iqra Khatoon	Approved by	
Date	18.12.2020	Sign. & Date	

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