PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/03/2021	Prepared by:	T.D. Murthy
PO/WO no.	75298	PO / WO Date.	01/03/2021
Supplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 36,964/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	997	02/03/2021	Rs. 36,964/- ✓
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 36,964/- ✓

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	997	02/03/2021	89557	☑ 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:	Rs. 36,964/- ✓
Amount E – PO / WO value:	Rs. 36,964/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained bel
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	**13/03/2021**

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Acco Man
Sign:			APPROVED 10 MAR 2021				
Date							

TAX INVOICE

Ph: 040 - 2784
Cell: 984936

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

N 36ACQFS 2044 C1Z7

Order No 75298 / 168445 Date 1/3/2-

Delivery Challan No Date

Bill No. 997/20-21 Date 2/3/2021

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amoun Rs.
A3 Ring Binder ✓		✓ 20 No	180		3600		
A4 Ring Binder ✓		✓ 30 No	90		2700		
Ball Pen Blue ✓		✓ 200 No	3	600			
Cello Fine Grip Black ✓		✓ 100 No	5	500			
Cello Fine Grip Red ✓		✓ 100 No	5	500			
A4 Paper 75Gsm ✓		✓ 90 Pkt	210	18900			
Whitener ✓		✓ 20 No	20		400		
Carbon Paper ✓		✓ 10 Pkt	150		1500		
Chalk Piece ✓		✓ 6 box	180			1080	
100Gsm Paper A4 ✓		✓ 10 Pkt	290	2900			
			Total				
			SUB Total	23400	8200	1080	
			CGST	1404	738	—	
			SGST	1404	738	—	
			Grand Total	26208	9676	1080	36964-

26208

Certified by:

Stores Manager

INWARD
Inward No: 1594 Dt: 2/3/21
MRN No: 89557 Dt: 2/3/21
Received By: Sign: 8
SUMMIT SALES LLP

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

....

er's Signature & Seal

N: 36AEJPP5811M1Z2

& Conditions

s once sold will not be taken back

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

ct to Secunderabad Jurisdiction.

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

/ NEFT CODE COSB0000069 A/C No. 069100102707

INWARD
No. 75195
Date 9/3
Sign.

For: VENKATARAMANA STATIONERY AND BINDING WOR

Signature

Purchase Order

75298
25.02.21 10:26:01

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	75298	168445
Doc Date	01-03-2021	
Quote No	NIL	
Quote Date	01-03-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

urchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7578 - Stationery - other - Ring Binder - other - nos *A3*	20.00	180.00	0.00	18.00	4,248.00
2 7578 - Stationery - other - Ring Binder - other - nos *A4*	30.00	90.00	0.00	18.00	3,186.00
3 7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	12.00	672.00
4 7560 - Stationery - other - Pen - NA - nos *Black Cello fine grip*	100.00	5.00	0.00	12.00	560.00
5 7560 - Stationery - other - Pen - NA - nos *Red Cello fine grip*	100.00	5.00	0.00	12.00	560.00
7555 - Stationery - other - Paper - A4 - bundles *JK 75 gsm*	90.00	210.00	0.00	12.00	21,168.00
7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	10.00	150.00	0.00	18.00	1,770.00
7515 - Stationery - other - Chalkpiece - NA - boxes	6.00	180.00	0.00	0.00	1,080.00
7555 - Stationery - other - Paper - A4 - bundles *Jk 100 gsm*	10.00	290.00	0.00	12.00	3,248.00
pees : Thirty Six Thousand Nine Hundred Sixty Four Only. **Total Order Value . . .**					**36,964.00**

ms and Conditions :-

cification /	As per details given in the quotation.
ment Terms	After Delivery & Production of bill Inclusive of all taxes
very Date	Next Day.
very Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
ality For Delay	Nil
sportation	Transport cost shall be borne by us

Purchase Order

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

npany Name:	Summit sales llp	Date:	24.2.2021
; & Phase :	Summit housing llp	Time:	12.00
plier		Req. No.	168445
terial required before date:		ID No.	64383

Description	Size	Quantity	Units	Inward No	Date
Ring binders	A 4	30	nos		
Ring binders	A 3	20	nos		
Ordinary Blue pens		200	nos		
Black pens		100	nos		
Red pens		100	nos		
Paper bundles	A 4	100	bundles		
Whiteners		20	nos		
Pencil carton		10	nos		
Chalkpiece carton		6	nos		

75298

narks: Stock maintenance and site use

ared By	NEHA		
.& Date	24.2.2021	Sign. & Date	

APPROVED BY
25 FEB 2021
SONAM MODI
MANAGING DIRECTOR

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