

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/- ✓

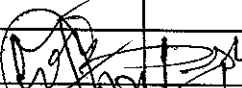
Amount E – PO / WO value:

Rs. 36,964/-

Amount F – Difference (A – E):

-

Quantity received as per PO / WO	☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained 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	13/03/2021
Remarks:	

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

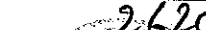
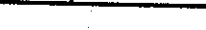
Cell: 9849361

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

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

N

& 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

26208
For: VENKATARAMANA STATIONERY AND BINDING WOR

 Signature 

Purchase Order

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02-03-2021 11:02:00



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

Purchase 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
6 7555 - Stationery - other - Paper - A4 - bundles JK 75 gsm	90.00	210.00	0.00	12.00	21,168.00
7 7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
8 7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	10.00	150.00	0.00	18.00	1,770.00
9 7515 - Stationery - other - Chalkpiece - NA - boxes	6.00	180.00	0.00	0.00	1,080.00
10 7555 - Stationery - other - Paper - A4 - bundles Jk 100 gsm	10.00	290.00	0.00	12.00	3,248.00
Total Order Value . . .					36,964.00

pees : Thirty Six Thousand Nine Hundred Sixty Four Only.

ms and Conditions :-

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

Purchase Order

Page(s) 2 Of 2

01-03-2021 15:44:45

Original / Office Copy / Purchase Div.Copy

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

Measurement

Nil

Security

Nil

Remarks

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Requisition Form

Company Name:	Summit sales llp	Date:	24.2.2021
Address & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168445
Material 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		

Remarks: Stock maintenance and site use

Prepared By	NEHA	Sign. & Date	
Date	24.2.2021		

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

