PURCHASE DIVISION
Advice for approval for credit to supplier

te:	10/03/2021	Prepared by:	T.D. Murthy
/WO no.	75081	PO / WO Date.	23/02/2021
pplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 19,127/-
m/Company	Summit Sales LLP	Project	SHLLP
No.	Bill No.	Bill Date	Bill amount
	975	23/02/2021	Rs. 19,068/-
	-	-	-
	-	-	-
			-
nount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 19,068/-

. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	975	23/02/2021	89494	☐ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No
mount B –Other Credits :				-
mount C –Other Debits :				-
mount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 19,068/-
mount E – PO / WO value:				Rs. 19,127/-
mount F – Difference (A – E):				Rs. -59/-

uantity received as per PO /WO	☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
xcess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
lose PO / W?O	☐ Yes ☐ No – wait for balance material ☐ No (explained below)
dvance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☐ No
ayment – due date	**13/03/2021**
emarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
ign:			APPROVAL 10 MAR 2021				

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: venkatramana.bindingworks@gmail.com

Summit Sales LLP

Order No 75081 Date 23/02/2

Delivery Challan No Date

...N 36ACQFS2044C1Z7

Bill No. 975 Date 26/02/2

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.
Pens (blue)	✓	200 nos	3	600			
Pens (red) (Black)	✓	200 nos	3	600			
Markers (black)	✓	30 nos	15	450			
Highlighters All colours	✓	30 nos	15	450			
A4 Xerox Paper	✓	50 pkts	210	10500			
file folders (legal)	✓	200 nos	5		1000		
Box files (Big)	✓	50 nos	34		1700		
Box files (small)	✓	50 nos	31		1500		
Total							
SUB Total				12600	4200		
CGST				756	378		
SGST				756	378		
Grand Total				14112	4956		19068

INWARD
Inward No: 15925 Dt: 26/2/21
MRN No: 89494 Dt: 01/3/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

MODI PROP... SEC'BAD
Inw No. 75194
Date 9/3

...es

...ver's Signature & Seal

...IN: 36AEJPP5811M1Z2

...s & Conditions

...ds 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

 23-02-2021 12:19:13

75081
23.02.21 5:16:09

Copy

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	75081	168416
Doc Date	23-02-2021	
Quote No	Nil	
Quote Date	23-02-2021	
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*	200.00	3.00	0.00	12.00	672.00
2	7560 - Stationery - other - Pen - NA - nos *black-100 red-100*	200.00	3.00	0.00	12.00	672.00
3	7544 - Stationery - other - Marker - NA - nos *black*	30.00	15.00	0.00	12.00	504.00
4	7533 - Stationery - other - Highlighter - NA - nos *all colours*	30.00	15.00	0.00	12.00	504.00
5	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
6	7529 - Stationery - other - File Folders - NA - nos *legal*	200.00	5.00	0.00	18.00	1,180.00
7	7507 - Stationery - other - Box file - Big - nos	50.00	34.00	0.00	18.00	2,006.00
8	7508 - Stationery - other - Box file - small - nos	50.00	31.00	0.00	18.00	1,829.00
					Total Order Value . . .	**19,127.00**

Rupees : Ninteen Thousand One Hundred Twenty Seven 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
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 specificatio...

Purchase Order

 23-02-2021 12:19:13

Original / Office Copy / Purchase Div.Copy

Measurment Nil

Security Nil

Remarks

Requisition Form

ompany Name:	Summit sales llp	Date:	18.2.2021
e & Phase :	Summit housing llp	Time:	12.00
pplier		Req. No.	168416
aterial required before date:		ID No.	64104

ɔ	Description	Size	Quantity	Units	Inward No	Dat
	Blue pens - ordinary		200	nos		
	Black pens		100	nos		
	Red pens		100	nos		
	Black marker permanent		30	nos		
	Highlighters - all colors		30	nos		
	Paper bundles	A4	50	nos		
	Legal file folders		200	nos		
	Box file - Big		50	nos		
	Box file - small		50	nos		

7508/

emarks: Stock maintenance and site use

pared By	NEHA		
n.& Date	18.2.2021	Sign. & Date	

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

APPROVED BY
19 FEB 2021
SOHAM MODI
MANAGING DIRECTOR