

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
upplier 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/- ✓
	-	-	-
	-	-	-
			-

mount 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 : -

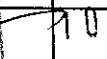
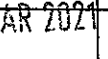
mount D (D=A+B-C) – Amount to be credited to the supplier: Rs. 19,068/- ✓

mount E – PO / WO value: Rs. 19,127/-

mount F – Difference (A – E): Rs. -59/-

quantity received as per PO /WO	☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
ifference between PO / Bill acceptable?	☒ Yes ☐ No (explained below)
ccess / 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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
ign:							

10 MAR 2021

Cell: 9849360

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

Signature

Purchase Order



75081

23.02.21 5:16:09

Copy

Page(s) 1 Of 2

23-02-2021 12:19:13

From Company : **Summit Sales LLP**
5-4-187/384, 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 : Nineteen 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
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 specification.

Purchase Order

Page(s) 2 Of 2

23-02-2021 12:19:13

Original / Office Copy / Purchase Div.Copy

Measurment Nil

Security Nil

Remarks

.....

Requisition Form

Company Name:	Summit sales llp	Date:	18.2.2021
Project & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168416
Material required before date:		ID No.	64104

Description	Size	Quantity	Units	Inward No	Date
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		

Remarks: Stock maintenance and site use

Prepared By	NEHA	
Date	18.2.2021	Sign. & Date

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

APPROVED BY
19 FEB 2021
SOHAM MODI
MANAGING DIRECTOR