

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/06/2021	Prepared by:	Snehapriya
PO/WO no.	77632	PO / WO Date.	12/6/2021
Supplier Name	Venkata Ramana Stationery	PO/WO amount	12/6/2021
Firm/Company	SS LLP	Project	SS LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	268	24/6/2021	2,360/-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges): 2,360/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	/	/	93088	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

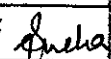
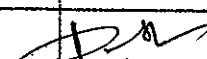
Amount D (D=A+B-C) - Amount to be credited to the supplier:

Amount E - PO / WO value: 2360/-

Amount F - Difference (A - E): GST-18% 2360/-

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	28/6/21

Remarks: material received at site

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
Sign: 							
Date: 26/6/21	26/6/21						

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 documents.

Cell: 9849361

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

Signature _____

Purchase Order

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15-06-2021 10:39:20 AM



77633

15.06.21 10:50:24

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	77633	168710
Doc Date	12-06-2021	
Quote No	Nil	
Quote Date	12-06-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7571 - Stationery - other - Projects folder - NA - nos A4	100.00	5.00	0.00	18.00	590.00
2 7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
Total Order Value . . .					2,360.00

Rupees : Two Thousand Three Hundred Sixty 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 specifications. Above order for Stock maintenance purpose.

Completion Date Nil

Measurement Nil

Security Nil

Remarks

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	10-06-2021
Project & Phase :	SUMMIT HOUSING LLP	Time:	11:00
Supplier		Req. No.	168710
Material required before date:		ID No.	66610

Description	Size	Quantity	Units	Inward No	Date
Spacers All in One- RCC 22629		5000	Nos		
Gova Rope 22631		30	Bundle		
Blue Sheet 22632	24x18	4320	Sft		
Project Folder	A4	100	Nos		
Calculator 22633		10	Nos		

Remarks: For stock maintenance purpose

Prepared By	BHAVANI	Sign. & Date	W
Date	10-06-2021		

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

