•

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	VenkataRamana Stationary	PO/WO amount	12/6/2021
Firm/Company	SSLLP	Project	SSLLP.
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:	2360/-
Amount E – PO / WO value:	2360/-
Amount F – Difference (A – E): GST-18%	–

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: Sneha		[signature]					
Date 26/6/21		28/6/21					

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

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 77633 / 168710 Date 12/6/2021

Delivery Challan No [redacted] Date

Bill No. 2021-22 268 Date 24/6/2021

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amoun Rs.
Project Folders A4		100 no	5		500		
Calculator		10 no	150		1500		
Total							
SUB Total					2000		
CGST					180		
SGST					180		
Grand Total					2360		2360.

INWARD No. 81550 Date 26/6

Certified by:

Stores Manager

INWARD
Inward No: 16505 Dt: 24/6/21
MRN No: 93088 Dt: 24/6/21
Received By: Sign:
SUMMIT SALES LLP

es........

ver's Signature & Seal

IN: 36AEJPP5811M1Z2

s & Conditions

ls 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.

/ NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WO

Signature

Purchase Order

 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 Details		
Venkatramana 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
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 specifications. Above order for Stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

Requisition Form

mpany Name:	SUMMIT SALES LLP	Date:	10-06-2021
: & Phase :	SUMMIT HOUSING LLP	Time:	11:00
pplier		Req. No.	168710
terial required before date:		ID No.	66610

Description	Size	Quantity	Units	Inward No	Date
Spacers All in One- RCC 77629		5000	Nos		
Gova Rope 77631		30	Bundle		
Blue Sheet 77632	24x18	4320	Sft		
Project Folder 77633	A4	100	Nos		
Calculator		10	Nos		

narks:For stock maintenance purpose

pared By	BHAVANI		
1.& Date	10-06-2021	Sign. & Date	

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

APPROVED BY
11 JUN 2021
SOHAM MODI
MANAGING DIRECTOR