PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	26/06/21	Prepared by:	K. Praveen
PO/WO no.	77649	PO / WO Date.	15/06/21
Supplier Name	Venkataramana Stationery & Binding Works	PO/WO amount	2,501.60 —
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	267	24/06/21	2501.60 /—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2501.60 /—

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:				2501.60 /
Amount E – PO / WO value:				2501.60 /
Amount F – Difference (A – E): GST-18%				—

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained belo
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	28/06/21
Remarks:	—

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Acco Mana
Sign:	Praveen	[signature]					
Date	26/06/21	26/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. A
additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see

<u>**TAX INVOICE**</u>

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 36 ACQ FS 2044 C1Z7

Order No 77649 / 168711		Date	14/6/2021
Delivery Challan No	[redacted]	Date	
Bill No. 2021-22	267	Date	24/6/2021

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amoun Rs.
Punch machine Big ✓	✓	5no	100		500		
Stapler Big ✓	✓	5no	180		900		
Scribbling Pad ✓	✓	60no	12		720		
Total							
SUB Total					2120		
CGST					190.8		
SGST					190.8		
Grand Total					2501.60		250

INWARD
Inward No: 16506 Dt: 24/6/21
MRN No: 93087 Dt: 24/6/21
Received By: Sign:
SUMMIT SALES LLP

No. 8154 Date 26/6

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

 15-06-2021 10:39:20 AM

Purpose Order

77649
15.06.21 10:50:25

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**	77649	168711
	Doc Date	14-06-2021	
	Quote No	Nil	
	Quote Date	14-06-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7573 - Stationery - other - Punch - other - nos *BIG*	5.00	100.00	0.00	18.00	590.00
2	7593 - Stationery - other - Stapler - other - nos *BIG*	5.00	180.00	0.00	18.00	1,062.00
3	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
					Total Order Value . . .	**2,501.60**

Rupees : Two Thousand Five Hundred One and Paise 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

Company Name:	SUMMIT SALES LLP		
Site & Phase :	SUMMIT HOUSING LLP	Date:	10-06-2021
Supplier		Time:	11:00
Material required before date:		Req. No.	168711
		ID No.	66611

S. No	Description	Size	Quantity	Units	Inward No	
1	Room Freshner		24	Nos		
2	Coconut Brooms		200	Nos		
3	Dettol Liquid 77648		30	Nos		
4	Dettol Hand wash -Santoor		12	Nos		
5	Punch	Big	5	Nos		
6	Stapler 77649	Big	5	Nos		
7	Scribling Pads		60	Nos		

Remarks:For stock maintenance purpose

Prepared By	BHAVANI		
Sign.& Date	10-06-2021	Sign. & Date	APPROVED BY 11 JUN 2021 SOHAM MODI MANAGING DIRECT

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