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14

PURCHASE DIVISION
Advice for approval for credit to supplier

::	9/12/2021	Prepared by:	Saikiran
VO no.	83228	PO / WO Date.	3/12/2021
plier Name	Venkataramana Stationery	PO/WO amount	35,916.60
/Company	SSLLP	Project	SHLLP
No.	Bill No.	Bill Date	Bill amount
	859	3/12/2021	35917

ount A – Bills total(Excluding Transport & Hamali Charges):	35917

No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			100232	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

mount B –Other Credits : Transportation charges	–
mount C –Other Debits :	–
mount D (D=A+B-C) – Amount to be credited to the supplier:	35,917
mount E – PO / WO value:	35,917
mount F – Difference (A – E): GST-18%	–

uantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
s 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)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	13/12/2021
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	Project Manager		Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED MD
11 DEC 2021
MINISH PARIKH

TAX INVOICE

Ph: 040 - 278
Cell: 98493

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 36ACQFS2044C1Z7

Order No 83228 Date 3/12/21
Delivery Challan No Date
Bill No. 2021-22 **859** Date 3/12/21

PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amou Rs.
Legal Paper A4		5	330	1650			
A4 100GSM		5	310	1550			
A4 Paper JK		50	220	11000			
Marker Blue		50	15	[illegible]	750		
Marker Black		50	15	[illegible]	750		
CD Marker blue		20	15	~~800~~	300		
" " Black		20	15		300		
Pen Blue		200	3		600		
" Black		100	3		300		
Pencil		10	40	400			
Scribbling Pad's		60	12		720		
nk Catridge		20	580	11600			
Mouse		5	290		1450		
Scissors		10	40		400		
			Total	26200	5570		
			SUB Total				
			CGST	1572	501/30		
			SGST	1572	501/30		
			Grand Total	29344	6572/60		35916

INWARD
Inward No: 17328 Dt: 4-12-21
MRN No: 100232 Dt: 6/12/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 88035
Date: 8/12
Sign:

er's Signature & Seal

N: 36AEJPP5811M1Z2

& Conditions
; once sold will not be taken back
st @2%p.m. if not paid within 30 days time
t to Secunderabad Jurisdiction.

OSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
/ NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WO

Signature

Purchase Order

.Copy

83228
02.12.21 2:43:07

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	83228	169214
Doc Date	03-12-2021	
Quote No	Nil	
Quote Date	03-12-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7542 - Stationery - other - Ledger Paper - NA - bundles *Legal size paper - A4 (green)*	5.00	330.00	0.00	12.00	1,848.00
2	7555 - Stationery - other - Paper - A4 - bundles *100 GSM*	5.00	310.00	0.00	12.00	1,736.00
3	7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
4	7544 - Stationery - other - Marker - NA - nos *Blue*	50.00	15.00	0.00	18.00	885.00
5	7544 - Stationery - other - Marker - NA - nos *Black*	50.00	15.00	0.00	18.00	885.00
6	7512 - Stationery - other - CD Marker - NA - nos *Blue*	20.00	15.00	0.00	18.00	354.00
7	7512 - Stationery - other - CD Marker - NA - nos *Black*	20.00	15.00	0.00	18.00	354.00
8	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	3.00	0.00	18.00	708.00
9	7560 - Stationery - other - Pen - NA - nos *Black*	100.00	3.00	0.00	18.00	354.00
10	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
11	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
12	7558 - Stationery - other - Ink Catridge - NA - nos	20.00	580.00	0.00	12.00	12,992.00
13	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	290.00	0.00	18.00	1,711.00
14	9561 - Tools - Scissors - other - nos	10.00	40.00	0.00	18.00	472.00
					Total Order Value . . .	**35,916.60**

Rupees : Thirty Five Thousand Nine Hundred Sixteen and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill

Purchase Order

04-12-2021 11:04:20

Original / Office Copy / Purchase Div.Copy

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 maintenance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

1499

Requisition Form

ny Name:	SUMMIT SALES LLP	Date:	29-11-2021
Phase :	SUMMIT HOUSING LLP	Time:	15:00PM
er		Req. No.	169214
al required before date:		ID No.	71701

Description	Size	Quantity	Units	Inward No	Date
A4 Green Legal		5	Bundles		
A4 Paper	100GSM	5	Bundles		
Paper Bundle	A4	50	Bundles		
Permanent Marker Blue		50	Nos		
Permanent Marker Black		50	Nos		
CD Marker Blue		20	Nos		
CD Marker Black		20	Nos		
Ordinary Blue Pens		200	Nos		
Ordinary Black Pens		100	Nos		
Pencil Box		10	Nos		
Scribling Pads		60	Nos		
Scissor		10	Nos		
Epson Ink Bottle		20	Nos		
Mouse		5	Nos		
Adapter Bio Metrics		5	Nos		

83228

narks:For Replenishing Stock Purpose

pared By	Bhavani	
n.& Date	29-11-2021	Sign. & Date

APPROVED BY
02 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

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