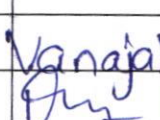
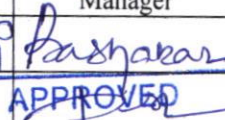


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/7/22		Prepared by	Vanajathi	Serial no.	110 6302
Supplier name		Venkataramana stationery & Bindigudde				HO inward no.	
Firm/Company		SSUP		Project	H.O	HO received date	
PO/WO date		15/6/22		PO/WO No.	89191	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	348		15/6/22		20,944/-	☒ Yes ☐ No	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						20,944/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:		109628			Proof of delivery matches MRN		☒ 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:						20,944/-	
Amount E – PO / WO value:						20,944/-	
Amount F – Difference (A – E):						-	
Quantity received as per PO / WO				☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO				☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date				25/7/22			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:	Vanajathi	Prashakar					
Sign:							
Date	16/7/22	16 JUL 2022					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k		

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

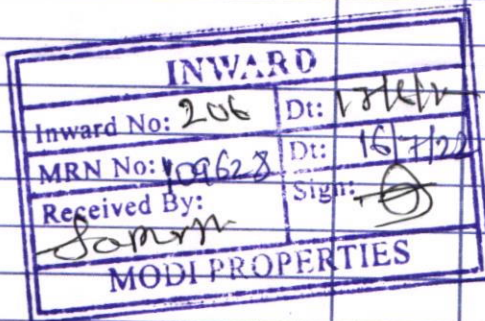
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 89191/2045014 Date 15/6/22

Delivery Challan No _____ Date _____

GSTIN 36ACQFS 2044 C1Z7Bill No. 2022-23 348 Date 15/6/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 exclusive Bond Paper	4802	SPkt	326	1600			
2	A3 100Gsm Paper	4	SPkt	650	3250			
3	A4 100Gsm Paper	4	SPkt	330	1650			
4	A4 Paper 75Gsm	4	SPkt	220	11000			
5	A5 Paper	4	10Pkt	120	1200			
6								
7								
8								
9								
10								
11								
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13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....

Receiver's Signature & Seal



Total

SUB Total

CGST

SGST

Grand Total

18700

1122

1122

20944

20,944 - 0

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

Page(s) 1 Of 1

15-06-2022 12:02:38

Origin:



89191

07.06.22 12:13:53

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.

27842572
9849360076

Doc No	89191	2045014
Doc Date	15-06-2022	
Quote No	nil	
Quote Date	15-06-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7525 - Stationery - other - Executive Bond Paper - NA - bundles	5.00	320.00	0.00	12.00	1,792.00
2 7554 - Stationery - other - Paper - A3 - bundles	5.00	650.00	0.00	12.00	3,640.00
3 7555 - Stationery - other - Paper - A4 - bundles 100GSM	5.00	330.00	0.00	12.00	1,848.00
4 7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	12.00	12,320.00
5 7555 - Stationery - other - Paper - A4 - bundles A5	10.00	120.00	0.00	12.00	1,344.00
Total Order Value . . .					20,944.00

Rupees : Twenty Thousand Nine Hundred Forty Four 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 HO use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__



Requisition Form									
Company Name:		Summit Sales LLP Common Expenses		Date:		14.06.2022			
Site & Phase :		Head Office		Time:		01.45 PM			
Supplier:				Req. No.		2045014			
Material required before date:				ID No.		77250			
S No		Item		Qty required		Qty available at site		Order Qty	
1		GENE2503-General Items-Executive Bond papers ----Bundles		05 No's - 85 GSM		320			
2		GENE3693-General Items-Paper A3-----Bundles		05 No's - 100 GSM		650			
3		GENE4663-General Items-Paper A4-----Bundles		05 No's - 100 GSM		330			
4		GENE4663-General Items-Paper A4-----Bundles		50 No's		220		1211	
5		GENE4663-General Items-Paper A5-----Bundles		10 No's		120			
6									
7									
8									
9									
10									
Remarks:		Towards HO use purpose.							
		Engineer		Project Manager				Purchase	
Prepared By:		G. Jai Kumar		G. Jai Kumar					
Approved By:		G. Jai Kumar						MD	
Sign & Date:		14.06.2022							

