## PURCHASE DIVISION Advice for approval for credit to supplier



| Date:           | 19-11-22                       | Prepared by       | у          | Mini           | sh        | Serial no.            |          | 10659             |
|-----------------|--------------------------------|-------------------|------------|----------------|-----------|-----------------------|----------|-------------------|
| Supplier name   |                                | valo S            | dation     | Bing Bing      | ding      | HO inward             | l no.    |                   |
| Firm/Compan     |                                | Project           |            | H. (           | )         | HO receive            | ed date  |                   |
| PO/WO date      | 28-10-22                       | PO/WO No          | 0.         | 933            | 30        | Scan ID.              |          |                   |
| Sl no.          | Bill no.                       |                   | Bill       | date           | ]         | Bill amount           |          | Original attached |
| 1.              | 916                            | 6                 | 29-1       | 0-22           | 30        | 0,237                 | 11       | □ Yes □ No        |
| 2.              | •                              |                   |            |                |           |                       |          | □ Yes □ No        |
| 3.              |                                |                   |            |                |           |                       |          | □ Yes □ No        |
| 4.              |                                |                   |            |                |           |                       |          | □ Yes □ No        |
| Amount A – I    | Bills total (Excluding Trans   | sport & Ham       | ali Charg  | ges):          |           |                       | 30       | 2,237/            |
| Proof of deliv  | ery by way of:   DCs/bill      | □ Steel repo      | ort 🗆 RM   | C pour repor   | rt 🗆 Sol  | id block rep          | ort 🗆 In | stallation report |
| MRN<br>nos.:    | 11405                          | )                 |            |                |           | of delivery<br>es MRN |          | □ Yes □ No        |
|                 | other Credits : Transportation |                   |            |                | materic   | .s with               |          |                   |
|                 |                                | on charges        |            |                |           |                       |          |                   |
| Amount C –C     |                                |                   |            |                |           |                       | -        |                   |
|                 | =A+B-C) – Amount to be         | credited to th    | ne supplie | er:            |           |                       | 3        | 0,237/            |
|                 | PO / WO value:                 |                   |            |                |           |                       | 3        | 0,237/            |
|                 | Difference (A – E):            |                   |            |                |           |                       |          |                   |
| Quantity rece   | ived as per PO /WO             |                   | ✓Yes □ ]   | Excess receive | ved □ Sh  | nort received         | □ Part   | received          |
| Close PO / W    | 0                              |                   | □ Yes □ l  | No – wait fo   | r balance | e material            | Other    |                   |
| Payment – du    | e date                         |                   | ά          | 28-1           | 1-2       | 2                     |          |                   |
| Remarks:        |                                | \F1               | 'na        | 4              | 1'4       |                       |          |                   |
|                 |                                |                   |            |                |           |                       |          |                   |
| Approved        | by Purchase Officer            | Purcha<br>AP Mana |            | M D            |           | Accoun                | tant     | Accounts          |
| Name:           |                                | APPRO             | A CO       |                |           |                       |          | Manager           |
| Sign:           |                                | 2 1 NOV           | 2022       |                |           |                       |          |                   |
| Date            |                                | MINISH PA         | AR!KH      |                |           |                       |          |                   |
| Approval limi   |                                | AGrove 20R        |            | Above 1001     | C         | Upto 20k              |          | Above 20k         |
| Notes: 1 In car | se amount to be aredited to    | 1: 1              | 1 .1 1 111 |                |           |                       |          |                   |

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.

## **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: venkatramana.bindingworks@gmail.com

| TO ( ( A) ( ) )  | 10   |        | Orde        | rNo 933        | 30          | Date 2        | 28/10/202         | 2  |
|--|--|--------|-------------|----------------|-------------|---------------|-------------------|----|
| M/S. SUMMIT SALES W  | 7  |        | Deliv       | ery Challan No |             | Date          | , , ,             |    |
| GSTIN ZGAEJABSRIMIZ  | 2  |        | Bill N      | o. 2021-22 20  | 22-23 916   | Date 2        | 9/10/202          | 2  |
| SI PARTICULARS  PARTICULARS  | HSN<br>Code  | Qty    | Rate        | 12%<br>GST     | 18%<br>GST  | 0% -5%<br>GST | Amount<br>Rs. Ps. |    |
| 1 Ay Paper   |  | 5001   | 270         | 13500          |             |               | 113. 13.          |    |
| 2 A3 Paper 75Gsm   |  | 5PKT.  | 570         | 2850           |             |               |                   |    |
| 3 Ay Paper 1005m   |  | lopkt. |             | 4350           |             |               |                   |    |
| 4 As papel   |  | LOPET  | 150         | 1500           |             |               |                   |    |
| 5 Ledger Paper   |  | SPLT.  | 380         | 1900           |             |               |                   |    |
| 5 <u>Ledger Paper</u><br>6 <u>Box Files</u>  |  | 50ps   | 55          |                | 2750        |               |                   |    |
| 7  |  |        |             |                |             |               |                   |    |
| 8  |  |        |             |                |             |               |                   |    |
| 9  | NA CONTRACTOR OF THE PARTY OF T |        |             |                |             |               |                   | _  |
| 10   |  |        |             |                |             |               |                   |    |
| 11 INWARD  | 15/15/NL   | +      |             |                |             |               |                   |    |
| 12 Inward No: 6  | 11   |        |             |                |             |               |                   |    |
| 13   |  |        |             |                |             |               |                   | -  |
| 14 Daceiver -  | COLLEG   | 1      |             |                |             |               |                   |    |
| 15 MODI PROPER   | TIES   |        |             |                |             |               |                   |    |
| 16   |  |        |             |                |             |               |                   | -  |
| 17   |  |        |             |                |             |               |                   |    |
| 18   |  |        | -           |                |             | 7 2           | 1 1               |    |
| 19   |  |        |             |                |             |               |                   |    |
| 20   |  |        |             |                |             |               |                   |    |
| Rupees 30237.  |  |        | Total       |                |             |               |                   |    |
|  |  |        | SUB Total   | 24100          | 2750        |               |                   |    |
| AS TO SERVICE AND ADDRESS OF THE PARTY OF TH | SALE   |        | CGST        | 1446           | 247.50      |               |                   |    |
| \$   | N WARDS  | []     | SGST        | 1446           | 247.50      |               |                   |    |
| Receiver's Signature & Seal  GSTIN: 36AEJPP5811M1Z2  | 2/11/20  | 0      | Grand Total | 26992          | 3245.       |               | 30237.            | 00 |
| Terms & Conditions   | gre to   |        | Form        | VENKATADAN     | IANA STATIO | NEBA VIDI     | RINDING WOR       | KC |

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

Page(s) 1 Of 1

29-10-2022 10:53:40

Ori

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 & Bindin  | ng works   | Doc No            | 93330     | 204537 |
| 1-5-85, General Bazar, Sec-Bad -5 | 500 003.   | Doc Date          | 28-10-202 | 22     |
|                                   |            | Quote No          | nil       |        |
| GSTIN 36AEJPP5811M1Z2             |            | <b>Quote Date</b> | 28-10-202 | 22     |
| 27842572                          | 9849360076 | SupplyType        | Supply    |        |

Kind Attn: Mr. Prathap

Purchase Order for the Supply of following Items.

| Item Name  | Qty   | Rate     | Dis%      | GST   | Amount    |
|--|-------|----------|-----------|-------|-----------|
| 1 466300 - STAT-Stationary - Paper A4 Bundles            | 50.00 | 270.00   | 0.00      | 12.00 | 15,120.00 |
| 2 569300 - STAT-Stationary - Paper A3 Bundles 75GSM      | 5.00  | 570.00   | 0.00      | 12.00 | 3,192.00  |
| 3 466300 - STAT-Stationary - Paper A4 Bundles<br>100GSM  | 10.00 | 435.00   | 0.00      | 12.00 | 4,872.00  |
| 4 466300 - STAT-Stationary - Paper A4 Bundles A5         | 10.00 | 150.00   | 0.00      | 12.00 | 1,680.00  |
| 5 187000 - STAT-Stationary - Ledger Papers Bundles green | 5.00  | 380.00   | 0.00      | 12.00 | 2,128.00  |
| 6 600200 - STAT-Stationary - Box File Big Nos            | 50.00 | 55.00    | 0.00      | 18.00 | 3,245.00  |
|  |       | Total Or | der Value | e     | 30,237.00 |

## Terms and Conditions :-

Specification /

As per details given in the quotation.

**Payment Terms** 

After Delivery & Production of bill

Tax

Nil

**Delivery Date** 

Next Day.

**Delivery Location** 

**Head Office** 

5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

**Penality For Delay** Nil

Transportation

Nil

Warranty

Nil

**Advance Paid** 

Nil

Other Terms

We reserve the right to reject items not conforming quality anf specifications. Above order for head office purpose.

**Completion Date** 

Nil

Measurment

Nil

Security

Nil

Remarks

Contact -

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 delivery/DC can be sent by email.'

For Summit Sales LLP

Authorised Sig

Accepted the above Terms And Conditions

For Venkatramana Stationery & Binding works

APPROVED BY

SOHAM MODI

MANAGING DIRECTOR

Name:

Name:

Date : \_\_/\_\_/\_

| STATING Stationary Pencil Boxes  STAT2733-Stationary pen-black color-Cr. Fine gip-Nos  STAT3632-Stationary CD MarkerNos  STAT3632-Stationary CD MarkerNos  STAT6002-Stationary Box Fise BigNos  STAT760-Stationary Stationary Box Fise BigNos  STAT760-Stationary Stationary Sta               | Time: 0643  Req No. 204537  E) No. 809 SY Cog required modable at Grid Instant Date  #### Districtionary Pencil Boxes  2733 Stationary Pencil Boxes  2733 Stationary Pencil Boxes  2 0  30  30  30  30  30  30  30  30  30   | Time: 0643  Req No. 204537  DNo. 809 SVI  Org required wallable at Org No. During  TATHID-Stationary-Pencil Boxes  TAT2733-Stationary-pencil Boxes  TAT2733-Stationary-Pencil Boxes  TAT2733-Stationary-Pencil Boxes  TAT37852-Stationary-Pencil Boxes  TAT37852-Stationary-Pencil Boxes  TAT37853-Stationary-Pencil Boxes  TAT3853-Stationary-Pencil Boxes  TAT3853 |  |  |                     | į. |  |
|--|--|--|--|--|---------------------|----|--|
| Rem  STATINE: Stationary Pencil - Boses  STATINE: Stationary Pencil - Boses  STATIZZES Stationary pen black color Cr. \ Fine gip - Nos  STATIZZES Stationary Pencil - Boses  STATIZZES Stationary Pencil - Boses  STATIZZES Stationary CD Market - Nos  STATIZZES Stationary Box File Big - Nos  STATIZZES Stationary Pencil - Boxes  STATIZZES Stationary File inter- A Bases  STATIZZES Stationary Project Folder: A Bases - A Boxes - A Boxe | Time 0643  Req No. 204537  DNo. 809.54  Org required soulable at Order available at Order Report No. 201539  HIZ-Stationary-Pencil Boses  1733 Stationary-Pencil Boses  2 0  30  SSS2 Stationary-Pencil Boses  2 0  SSS2 Stationary-Pencil Boses  20  SSS2 Stationary-Pencil Boses  30  SSS2 Stationary-Pencil Boses  40  SSS2 Stationary-Pencil Boses  50  SSS3 Stationary-Pencil Boses  50 | Time 0643  Req No. 204537  ID No. 809 SYL  Org required available at Gry No Date  TATHILD Stationary Pencil - Boxes  TAT2713-Stationary Pencil - Boxes  TAT2713-Stationary Pencil - Boxes  TAT3852-Stationary Pencil - Nos  TAT3852-Stationary Pencil - Nos  TAT3863-Stationary Pencil - Rose  TAT398-Stationary Pencil - Rose  TAT398-Stationary Stapler SMALL - Nos  TAT398-Stationary Stapler SMALL - Nos  TAT398-Stationary Stapler SMALL - Nos  TAT398-Stationary Pencil - Rose  TAT398-Stationary Pencil - Shocker  TAT398-Sta |  | Date   | 28.10.2022          |    |  |
| Rem  STATING Stationary Pencel — Boses  STAT2730 Stationary Pencel — Boses  STAT3832 Stationary Pencel — Boses  STAT3832 Stationary Pencel — Boses  STAT3832 Stationary Stationa | Constitution and the state of t | TATITIZ Stationary Pencel Boxes TATITIZ Stationary Stationary Pencel Pencel Boxes TATITIZ Stationary Stationary Stationary Pencel Boxes TATITIZ Stationary Pen |  | Time   | 06:43               |    |  |
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| STATISES Stationary Princil - Boses  STATISES Stationary Pencil - Boses  STATS SSS Stationary CD Mark et Nos  STATS SSS Stationary Box Fae Big Nos  STATS SSS Stationary Pen Stute color-Cetto Fine yip-Nos  STATS SSS Stationary Pen Stute color-Cetto Fine yip-Nos  STATS SSS Stationary Fine tolder L Nos  STATS SSS Stationary Propert Folder L Nos  STATS SSS Stationary Binder Caps Stationary Binder   | City required socialable at Order Instant Inst | TATTHE Stationary Pencil Boxes  TAT2733 Stationary pen black color Cr. I Fine gip—Nos  TAT3832 Stationary pen black color Cr. I Fine gip—Nos  TAT3832 Stationary End Herminos  TAT384 Stationary Pen Blue color Cetto Fine , p—Nos  TAT7364 Stationary Pen Blue color Cetto Fine , p—Nos  TAT7364 Stationary Station |  | DNo.   | 80954               |    |  |
| STAT2733-Stationary-Penell Boxes  STAT2733-Stationary-pen-black color-Cr 1-Fine grip-Nos  STAT3632-Stationary-CD Market Nos  STAT3632-Stationary-Box Fale Big Nos  STAT7364-Stationary-Pen-Bias color-Cello-Fine , g-Nos  STAT7364-Stationary-Statio          | 2730-Stationary Penel - Boses 2730-Stationary Penel - Boses 2832-Stationary CO Market - Nos 2832-Stationary Box Fale Big - Nos 2832-Stationary Stationary Fale (Stationary Fale (Stati | TATTERS Stationary Pencil Boses  TATZ733 Stationary pen black color Cr 1 Fine grip-Nos  TAT3682 Stationary CD Mark et Nos  TAT3682 Stationary Bos File Big — Nos  TAT7364 Stationary Pen Base color Crito Fine y. p. Nos  TAT7863 Stationary Stabler Pris 10   |  | Orgrequied   | available at        |    | COMPANIES NO. 100 AND ADDRESS OF THE PARTY NAMED IN COLUMN TWO PARTY N |
| STATS082 Stationary Box Fae Big — Nos  STAT7304 Stationary Pen Base color Celo Fine — p — Nos  STAT7304 Stationary Station Pens 12 Box 13  STAT7883 Stationary Station Pens 12 Box 13  STAT9793 Stationary Stationary Fae loader L — Nos  STAT9793 Stationary Fine roader Caps — Eto Stationary Stationary Fine roader L — Nos  STAT9793 Stationary Fine roader Caps — Eto Stationary Stationary Fine roader Caps — Eto Stationary Stationary Fine roader Caps — Eto Stationa | SSR2 Stationary CD Mail et Nos  6002 Stationary Box File Big Nos  7364 Stationary Pen Buse color Ceto File p. Nos  7364 Stationary Pen Buse color Ceto File p. Nos  7863 Stationary Stationary Stationary Station SMALL Nos  8789 Stationary Stationary File rolder L Nos  8882 Stationary File rolder L Nos  8882 Stationary File rolder Ceto - Box Stationary Stationary File rolder Ceto - Box Stationary File rolder Ceto - Box Stationary Paper A1 Examples  8883 Stationary Paper A3 Examples  8883 Statio   | TATS92-Stationary Box Fae Big — Nos  TAT7364-Stationary Pen Base color Ceto Fine , p. Nos  TAT7364-Stationary Pen Base color Ceto Fine , p. Nos  TAT7863-Stationary Stationary Station Fine St. Boxes  TAT807-Stationary Stationary Stationary Station Stationary Fie lodder L — Nos  TAT308-Stationary Fie lodder L — Nos  TAT308-Stationary Fielder Cope — (Box Stationary Stationary Fielder Cope — (Box Stationary Fielder A) — (Box Stationary Field |  |  | Secretary Lanceston |    |  |
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| STAT7883-Stationary Stapler Pins 10 Boxes  STAT7883-Stationary Stapler Pins 10 Boxes  STAT7883-Stationary Stapler SMALL - Nose  STAT7893-Stationary File losses L.—Nose  STAT7993-Stationary File losses  | 7984 Stationary Pen-Blase color Ceto Field - qu-Not 7987 Stationary Staples Pints 10 Boxes 9789 Stationary Staples SMALL - Note 9789 Stationary Fielder L Note 900 Stationary From Folder - ATLANNOS 900 Stationary From Folder - ATLANNOS 900 Box 900 Stationary Pints Ad - Burges 900 Stationary Pin    | TATTORY STANDARY Property States AND   |  |  |                     |    |  |
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| STATSON STATSON STATEMENT PROPERTY CASE - NO. STATSON  | 2789- Drationary File Icader L.—Note 50 20% Stationary Fronce Folder: A 75.84 Nos 20% (A4) 25% Stationary Finder Caps — Stockson 32 mm Nos 62 Box 4663-32 at onery Player A4 — Burder 50 5683-32 at onery Player A3 — Burder 7 4663-32 at onery Player A4 — Burder 7 4663-32 at onery Player A5 — Burder 7 | TATSON Stationary Project Folder L.—Note  TATSON Stationary Project Folder L.—Note  TATSON Stationary Project Folder A TEAA Note  TATSON Stationary Project At Exercises   |  | A :  |                     |    |  |
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| STATS63 Stationary Paper At - Europes - 05(75 GSM) STATS63 Stationary Paper At - Europes - 05(75 GSM) STATS63 Stationary Paper At - Europes - 05(100 GSM)  | SERVINE MICHINEY PROPERTY CONTROL 03330° 05 (75 GSM)  SERVINE STREET AS DESCRIPTION OF PROPERTY OF THE PROPERT | TATSENS STANDARY PAPER AS - DUNGES   05   100 GSMS   05   100 GSMS   100 GSMS |  |  |                     |    |  |
|  | HES SPECIAL PROPERTY CONTRACT TO   | TATHER SPECIAL PRINTING CONTRACT   | TATALES STREET AND STREET AS PROPERTY.   |  |                     |    |  |
|  | HET SPECIAL PRINTS CHARLES   | TATHER SPECIAL PRINTING CONTRACT   | TATSIST SERVICES PROPERTY BURSES 2330  |  |                     |    |  |
|  |  |  |  | 05 ( 100 CISMS   |                     |    |  |
| ETHERWISE TO THE PROPERTY OF T | (A) Cheecel  | (A) Control (A) Co |  |  |                     |    |  |
| ON Cheeci  |  |  | (1) The state of t | ON COMMON  |                     |    |  |



29 OCT 2007

Navivice becomes ment.