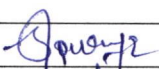


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/9/20.		Prepared by:		SOWMYA	
PO/WO no.		69782		PO / WO Date.		25/8/20.	
Supplier Name		Venkataramanna stationery & Binding works		PO/WO amount		10,191	
Firm/Company		sslp		Project		sslp.	
Sl. No.	Bill No.	349		Bill Date	4/9/20.		
1.					10,191		
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						10,191	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			82421	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						10,191.	
Amount E – PO / WO value:						10,191	
Amount F – Difference (A – E):							
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			12.9.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	8/9/20.						

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 additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

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 Sale LLPOrder No 69787-14816 Date

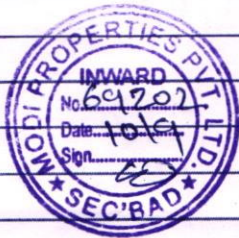
Delivery Challan No

Date

GSTIN

36ACQFS2044C1Z7Bill No. **349** /20-21Date 4/9/2020

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	White A4 labels	✓	200 200			2000		
2	Stamp Pad	✓	24	40		960		
3	Pencil	✓	5 PKT	40	200			
4	HP 45 stapler	✓	5 no	180		900		
5	Box file	✓	100 no	34		3400		
6	ledger paper white	✓	5 PKT	250	1250			
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees

Inward No: <u>14851</u>	DI: <u>5/9/20</u>
MRN No: <u>82658</u>	DE: <u>7/9/20</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
SUMMIT SALES LLP	

Total

SUB Total

CGST

SGST

Grand Total

Sign: [Signature]

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Receiver's Signature & Seal

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

Signature

Purchase Order

Page(s) 1 Of 1

25-08-2020 4:54:09 PM



69787

21.08.20 11:16:08

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	69787	14816
	Doc Date	25-08-2020	
	Quote No	Nil	
	Quote Date	25-08-2020	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7539 - Stationery - other - Labels - NA - sheets	10.00	200.00	0.00	18.00	2,360.00
2 7592 - Stationery - other - stamp pad - NA - nos	24.00	40.00	0.00	18.00	1,132.80
3 7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
4 7593 - Stationery - other - Stapler - other - nos Big	5.00	180.00	0.00	18.00	1,062.00
5 7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
6 7542 - Stationery - other - Ledger Paper - NA - bundles white	5.00	250.00	0.00	12.00	1,400.00
Total Order Value . . .					10,190.80
Rupees : Ten Thousand One Hundred Ninty and Paise Eighty Only.					

Terms and Conditions :-

Specification / Brand	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, 9502266233, Mahesh.
Penalty For Delay	Nil
Transportation Cost	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	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		19.08.2020	
Site & Phase :		SHLLP		Time:		16.30	
Supplier				Req. No.		14816	
Material required before date:					ID No.		59261

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		10	NOS		
2	STAMP PADS		24	NOS		
3	PENCIL BOX		5	NOS		
4	STAPLER	BIG	5	NOS		
5	BOX FILE	BIG	100	NOS		
6	LEDGAL PAPERS	WHITE	5	BDL		
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By		SOWMYA		Approved by			
Sign. & Date		19.08.2020		Sign. & Date			

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