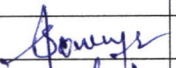


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/9/20.		Prepared by:		SOWMYA	
PO/WO no.		69901		PO / WO Date.		27/8/20.	
Supplier Name		Venkataramang stationery & Binding works		PO/WO amount		6,368	
Firm/Company		sslp		Project		shlp.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	348.	4/9/20.		6,368			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6,368	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			82659	☒ 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:						6,368	
Amount E – PO / WO value:						6,368	
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 Sales LLP
M.G. Road Secunderabad

Order No PO No 69901

Date

Delivery Challan No

Date

GSTIN 36ACQFS2044C127

Bill No. 348-20-21

Date 04/9/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Whitner Pens	✓ 80W	20	✓		400		
2	A13 Paper	✓ 5put	420	2100				
3	pencil	✓ 5put	40	200				
4	Stamp Pad	✓ 80	35			700		
5	Staplers :no:10	✓ 20	35			700		
6	Hedger paper	✓ 5	250	1250				
7	Add Gel Refills	✓ 12ps	20	240				
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees

INWARD	
Inward No: 14852	Date: 05/9/20
MRN No: 82659	Date: 7/9/20
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Receiver's Signature & Seal

Total

SUB Total

CGST

SGST

Grand Total

3790 1800

227.4 162

227.4 162

4244.80 2124 6368-80

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 [Signature]

Purchase Order

Page(s) 1 Of 2

27-08-2020 4:23:38 PM

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



69901

27.08.20 2:29:36

py

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	69901	14835
Doc Date	27-08-2020	
Quote No	Nil	
Quote Date	27-08-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7605 - Stationery - other - Whitner Pen - NA - nos	20.00	20.00	0.00	18.00	472.00
2 7554 - Stationery - other - Paper - A3 - bundles	5.00	420.00	0.00	12.00	2,352.00
3 7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
4 7592 - Stationery - other - stamp pad - NA - nos	20.00	35.00	0.00	18.00	826.00
5 7593 - Stationery - other - Stapler - other - nos no.10	20.00	35.00	0.00	18.00	826.00
6 7542 - Stationery - other - Ledger Paper - NA - bundles white	5.00	250.00	0.00	12.00	1,400.00
7 7560 - Stationery - other - Pen - NA - nos ADD GEL Refil RED?Blue/Black-each 4 nos	12.00	20.00	0.00	12.00	268.80
Total Order Value . . .					6,368.80

Rupees : Six Thousand Three Hundred Sixty Eight 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**Measurement** Nil**Security** NilFor **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:		26.08.2020	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		14835	
*Material required before date:					ID No.		59383
No	Description	Size	Quantity	Units	Inward No	Date	
1	WHITNER		20	NOS			
2	PAPER	A3	5	NOS			
3	PENSIL BOX		5	NOS			
4	STAMP PAD		20	NOS			
5	STAPLER	NO-10	20	NOS			
6	ADD GELL REFILL	RED	4	NOS			
7	ADD GELL REFILL	BLUE	4	NOS			
8	ADD GELL REFILL	BLACK	4	NOS			
9	LEDGER PAPER		5	NOS			
10							
Remarks: For stock maintenance at sslp							
Prepared By		SOWMYA		Approved by			
Sign. & Date		26.08.2020		Sign. & Date			

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

