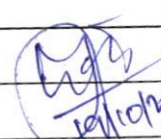
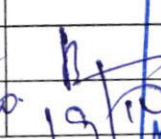
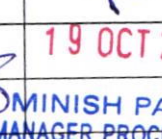


PURCHASE DIVISION
Advice for approval for credit to supplier

(e)

Date:		19/10/2020		Prepared by:		T.D. Murthy	
PO/WO no.		70727		PO / WO Date.		25/09/2020	
Supplier Name		Venkatramana Stationery & Binding Works		PO/WO amount		Rs. 55,841/-	
Firm/Company		Summit Sales LLP		Project		Summit Housing LLP	
Bill No.		Bill No.		Bill Date		Bill amount	
1.	429			25/09/2020		Rs. 27,991/- ✓	
2.	430			26/09/2020		Rs. 27,850/- ✓	
3.	-			-		-	
4.						-	
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 55,841/- ✓	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	429	25/09/2020	83448	☒ Yes ☐ No			
2.	430	26/09/2020	83451	☒ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						Rs. 55,841/- ✓	
Amount E – PO / WO value:						Rs. 55,841/-	
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			24/10/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19/10/2020	19/10/2020	19/10/2020				

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/-

Purchase Order

Page(s) 2 Of 2

25-09-2020 11:20:03 AM

Original / Office Copy / Purchase Div.Copy

19	7544 - Stationery - other - Marker - NA - nos Permanent black	20.00	15.00	0.00	12.00	336.00
20	7514 - Stationery - other - Cello Tape - other - nos 3" brown and white- 12 nos each	24.00	35.00	0.00	18.00	991.20
21	7507 - Stationery - other - Box file - Big - nos	100.00	34.00	0.00	18.00	4,012.00
22	7508 - Stationery - other - Box file - small - nos	100.00	31.00	0.00	18.00	3,658.00
23	7575 - Stationery - other - Refill - NA - nos ADDGEL BLUE/RED/BLACK EACH 10 NOS	30.00	20.00	0.00	12.00	672.00
Total Order Value . . .						55,841.20
Rupees : Fifty Five Thousand Eight Hundred Forty One and Paise Twenty 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

Name : 

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	23.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14928
Material required before date:		ID No.	60159

No	Description	Size	Quantity	Units	Inward No	Date
1	LEGAL PLASTIC FOLDERS		300	NOS		
2	PROJECT FOLDERS	A3	500	NOS		
3	L FOLDERS		200	NOS		
4	PROJECT FOLDERS	A4	200	NOS		
5	ORDINARY PEN	BLUE	200	NOS		
6	CD MARKER	RED	25	NOS		
7	CD MARKER	BLUE	25	NOS		
8	CD MARKER	BLACK	25	NOS		
9	CD MARKER	GREEN	25	NOS		
10	PAPER	A4	100	BDL		
11	SCALE		2	BOXES		
12	CALCULATOR		20	NOS		
13	STAPLER PIN	BIG	20	BOXES		
14	PUNCH	DP 600	10	NOS		
15	PUNCH	DP 52	10	NOS		
16	STAPLER	SMALL	20	NOS		
17	PENCIL		10	BOXES		
18	CELLO PEN	BLACK	50	NOS		
19	SCRIBLING PADS		100	NOS		
20	PLASTIC CARDS	WHITE	500	NOS		
21	SKETCH PEN	BLUE	6	PKTS		
22	SKETCH PEN	RED	6	PKTS		
23	SKETCH PEN	BLACK	6	PKTS		
24	PERMANENT MARKER	BLACK	20	NOS		
25	ADD GELL REFIL	BLUE	10	NOS		
26	ADD GELL REFIL	RED	10	NOS		
27	ADD GELL REFIL	BLACK	10	NOS		
28	BROWN TAPE	3"	12	NOS		
29	WHITE TAPE	3"	12	NOS		
30	BOX FILE	BIG	100	NOS		
31	BOX FILE	SMALL	100	NOS		

Remarks: FOR STOCK MAINTENANCE AND SITES USE

Prepared By	SOWMYA	Approved by	
Sign. & Date	23.9.2020	Sign. & Date	

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



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

Order No 70727

Date

Delivery Challan No

Date

GSTIN 36ACQFS2044C127

Bill No.

429/20-21

Date 26/9/2020

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	File folders F-5 ✓		300	5		1500		
2	Project folders A3 ✓		500	5		2500		
3	L-folders ✓		200	8		1600		
4	Project folders A4 ✓		200	5		1000		
5	Pens Wrenthow ✓		200	3	600			
6	CD marker ✓		120	15	1800			
7	Scale ✓		20	8		160		
8	Calculator ✓		20	150		3000		
9	stapler pin Bg ✓		20	10		200		
10	Punch Small ✓		10	60		600		
11	Punch Big ✓		10	100		1000		
12	Stapler 20-10 ✓		20	35		700		
13	Pencil ✓		10	40	400			
14	Pens ✓		50	5	250			
15	Plastic Cards ✓		500	5		2500		
16	Scribbling pads ✓		100	12		1200		
17	Sketch Pen ✓		18	20	360			
18	Marker ✓		20	15	300			
19	cello-type 3" inch ✓		24	35		840		
20	Boxfile Big ✓		100	34		3400		
				Total				

Rupees.....

INWARD

Inward No: 14978 Dt: 26/9/20

MRN No: 83448 Dt: 23/9/20

Received By: Sign: 8/

Receiver's Signature & Seal

SUMMIT SALES LLP

GSTIN: 36AEJPP5811M122

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

Certified By:

Stores Manager

Signature



27992.20

27992.20

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

Order No 70727

Date

Delivery Challan No

Date

GSTIN 36ACQFS2044C127

Bill No. 430/20-21

Date 26/9/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Box File Small ✓		100	31		3100			
2	A4 Gel Refil ✓		30	20	600				
3	A4 Paper ✓		100	210	21000				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Certified by:

Stores Manager

Rupees

INWARD	
Inward No: 14977	Dr: 26/9/20
MRN No: 82-151	Dr: 28/9/20
Received By:	Sign: 81
SUMMIT SALES LLP	

Receiver's Signature & Seal

Total

SUB Total

CGST

SGST

Grand Total

21600

1296

1296

24192

3100

279

279

3658

27850

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 2

25-09-2020 11:20:03 AM

Original



70727

21.09.20 12:59:15

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.

Doc No 70727 14928

Doc Date 25-09-2020

Quote No Nil

Quote Date 25-09-2020

SupplyType Supply

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7529 - Stationery - other - File Folders - NA - nos Legal size	300.00	5.00	0.00	18.00	1,770.00
2 7571 - Stationery - other - Projects folder - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
3 7538 - Stationery - other - L - File Folders - NA - nos	200.00	8.00	0.00	18.00	1,888.00
4 7571 - Stationery - other - Projects folder - NA - nos A4	200.00	5.00	0.00	18.00	1,180.00
5 7560 - Stationery - other - Pen - NA - nos Blue	200.00	3.00	0.00	12.00	672.00
6 7512 - Stationery - other - CD Marker - NA - nos red/blue/black/green each 30 nos	120.00	15.00	0.00	12.00	2,016.00
7 7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
8 7583 - Stationery - other - Scale - NA - nos	20.00	8.00	0.00	18.00	188.80
9 7509 - Stationery - other - Calculator - NA - nos	20.00	150.00	0.00	18.00	3,540.00
10 7594 - Stationery - other - Stapler pin - other - boxes Big	20.00	10.00	0.00	18.00	236.00
11 7572 - Stationery - other - Punch - 16mm - nos	10.00	60.00	0.00	18.00	708.00
12 7573 - Stationery - other - Punch - other - nos	10.00	100.00	0.00	18.00	1,180.00
13 7593 - Stationery - other - Stapler - other - nos no.10	20.00	35.00	0.00	18.00	826.00
14 7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
15 7560 - Stationery - other - Pen - NA - nos Black	50.00	5.00	0.00	12.00	280.00
16 6100 - Miscellaneous - Plastic Cards - Others - nos	500.00	5.00	0.00	18.00	2,950.00
17 7584 - Stationery - other - Scribbling Pads - other - nos	100.00	12.00	0.00	18.00	1,416.00
18 7587 - Stationery - other - Sketch Pen - NA - pkts Blue/red/black each-6 pkts	18.00	20.00	0.00	12.00	403.20

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name :

Name : _____

Date : _/_/_