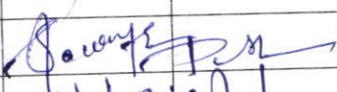


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/11/20.		Prepared by:		D.SOWMYA	
PO/WO no.		71157.		PO / WO Date.		9/10/20	
Supplier Name		Venkataswamy Stationary & Binding works.		PO/WO amount		11,853.	
Firm/Company		8slp		Project		8slp.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	516.	23/10/20.		12,133.			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						12,133	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			84501	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ 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:						12,133.	
Amount E – PO / WO value:						11,853.	
Amount F – Difference (A – E): GST-18%						280/-	
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			14.11.2020				
Remarks: rate difference in po and supplier Bill.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	10/11/20	10/11/20					

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. 10,000/-, Purchase Manager or Procurement Manager to approve attachment'. 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

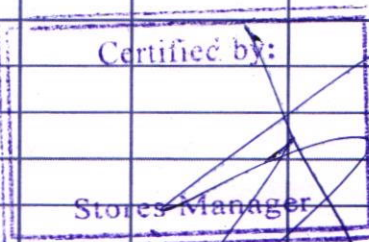
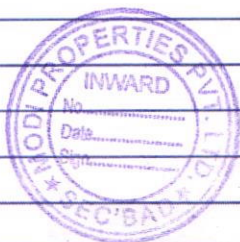
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Summit Sales LLP.Order No 71157/168032 Date 9/10

Delivery Challan No _____ Date _____

GSTIN 36AEJPP5811M1Z2Bill No. **516** Date 23/10/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% GST	Amount Rs. Ps.
1	Highliner ✓		30 ✓	15	450			
2	Chalk ✓		100 ✓	180			1800	
3	A3 Projects ✓		50 ✓	5	2500	2500		
4	Marker ✓		90 ✓	15	1350			
5	Lead Pen ✓		5 ✓	300	1500			
6	Keyboard. N/R ✓/X	✓/X	5	375		1875		
7	Mouse. N/R ✓/X	✓/X	5	250		1250		
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees

INWARD

Inward No: 15118 Dt: 24/10/20
 MRN No: 84501 Dt: 28/10/20
 Received By: _____ Sign: 81

Receiver's Signature & Seal **SUMMIT SALES LLP**

Total

SUB Total 3300 5625 1800

CGST

198 506.25 -

SGST

198 506.25 -

Grand Total

3696 6637.50 1800 12/33

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

INWARD

Inward No: 15162 Dt: 20/10/20
 MRN No: 84784 Dt: 03/10/20
 Received By: _____ Sign: 81

SUMMIT SALES LLP

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

Page(s) 1 Of 2

12-10-2020 14:29:41



71157

08.10.20 5:21:49

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	71157	168033
Doc Date	09-10-2020	
Quote No	Nil	
Quote Date	09-10-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7533 - Stationery - other - Highlighter - NA - nos All colours	30.00	15.00	0.00	12.00	504.00
2 7515 - Stationery - other - Chalkpiece - NA - boxes	10.00	180.00	0.00	0.00	1,800.00
3 7571 - Stationery - other - Projects folder - NA - nos A3	500.00	5.00	0.00	18.00	2,950.00
4 7544 - Stationery - other - Marker - NA - nos Black-30, Red-30, Blue-30	90.00	15.00	0.00	12.00	1,512.00
5 7542 - Stationery - other - Ledger Paper - NA - bundles Green	5.00	250.00	0.00	12.00	1,400.00
6 3511 - Computers and Peripherals - Key board - NA - nos	5.00	375.00	0.00	18.00	2,212.50
7 3516 - Computers and Peripherals - Mouse - NA - nos Dell	5.00	250.00	0.00	18.00	1,475.00
Total Order Value . . .					11,853.50

Rupees : Eleven Thousand Eight Hundred Fifty Three and Paise Fifty 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

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 Stock maintenance purpose.**Completion Date** Nil**Measurment** Nil**Security** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : _____

Date : ____/____/____

Contact : -

Purchase Order

Page(s) 2 Of 2

12-10-2020 14:29:41

Original / Office Copy / Purchase Div.Copy

Remarks

For **Summit Sales LLP**

Authorised Signatory



Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		7.10.2020	
Site & Phase :		SHLLP		Time:		15.00	
Supplier				Req. No.		168033	
Material required before date:					ID No.		60589
No	Description	Size	Quantity	Units	Inward No	Date	
1	HIGH LIGHTERS	ALL COLOURS	30	NOS			
2	CHOCKPIECES BOXES		10	NOS			
3	PROJECT FOLDERS	A3	500	NOS			
4	MARKERS	BLACK	30	NOS			
5	MARKERS	RED	30	NOS			
6	MARKERS	BLUE	30	NOS			
7	LEDGER PAPER	GREEN	5	NOS			
8	KEY BOARDS		5	NOS			
9	MOUSE- DELL		5	NOS			
10							
11							
12							
13							
14							
15							
Remarks:FOR STOCK AND SITE PURPOSE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		7.10.2020		Sign. & Date			

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

