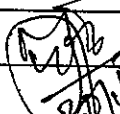
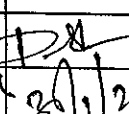
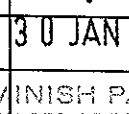


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/01/2021	Prepared by:	T.D. Murthy				
PO/WO no.	73892	PO / WO Date.	18/01/2021				
Supplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 33,236/-				
Firm/Company	Summit Sales LLP	Project	SHLLP				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	828	21/01/2021	Rs. 33,236/- ✓				
2.	-	-	-				
3.	-	-	-				
4.			-				
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 33,236/- ✓				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	828	21/01/2021	87838	☒ Yes ☐ No			
2.	-	-	-	☐ Yes ☐ N			
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:			Rs. 33,236/- ✓				
Amount E – PO / WO value:			Rs. 33,236/-				
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		06/02/2021					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	30/1/21	30/1/21	30/1/21				

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

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

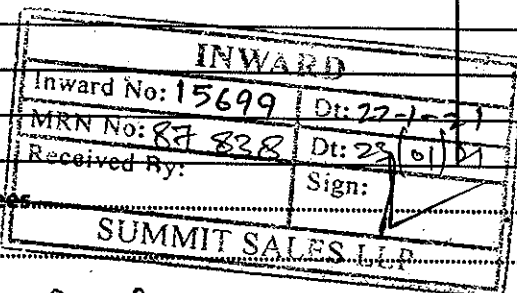
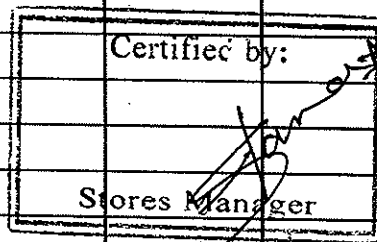
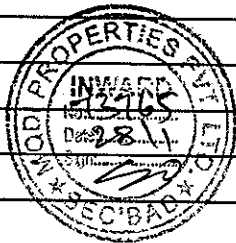
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP.Order No 73892 Date 21/1/21

Delivery Challan No _____ Date _____

GSTIN 36ACA FS 2044 C127Bill No. 828-20-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	A4 Paper	✓	100	210	21000			
2	A4 folder A2 A4	✓	1000	5		5000		
3	Penette	✓	10	40	400			
4	Pen Blue	✓	200	3	600			
5	Calculator	✓	10	150		1500		
6	Highlighter	✓	20	15	300			
7	Scissors	✓	10	50		500		
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Rupees					Total	22300	7000	
					SUB Total			
					CGST	1338	630	
					SGST	1338	630	
					Grand Total	24976	8260	33236 40



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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Purchase Order

Page(s) 1 Of 2

18-01-2021 15:19:54

73892
16.01.21 10:36:44

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572

9849360076

Doc No	73892	168311
Doc Date	18-01-2021	
Quote No	Nil	
Quote Date	18-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	100.00	210.00	0.00	12.00	23,520.00
2 7529 - Stationery - other - File Folders - NA - nos A3 A4	1,000.00	5.00	0.00	18.00	5,900.00
3 7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
4 7560 - Stationery - other - Pen - NA - nos Blue	200.00	3.00	0.00	12.00	672.00
5 7509 - Stationery - other - Calculator - NA - nos	10.00	150.00	0.00	18.00	1,770.00
6 7533 - Stationery - other - Highlighter - NA - nos	20.00	15.00	0.00	12.00	336.00
7 9561 - Tools - Scissors - other - nos	10.00	50.00	0.00	18.00	590.00
Total Order Value . . .					33,236.00

Rupees : Thirty Three Thousand Two Hundred Thirty Six 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

For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Date : / /

Purchase Order

Page(s) 2 Of 2

18-01-2021 15:19:54

Original / Office Copy / Purchase Div.Copy

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:		Summit sales llp		Date:	15.1.2021	
Site & Phase :		Summit housing llp		Time:	11.00	
Supplier				Req. No.	168311	
Material required before date:				HD No.	62089	

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER	A4	100	BDL		
2	FILE FOLDERS	A3	500	NOS		
3	FILE FOLDERS	A4	500	NOS		
4	PENCIL BOX		10	NOS		
5	BLUE PENS	ORDINARY	200	NOS		
6	CALCULATOR		10	NOS		
7	SCISSOR		10	NOS		
8	HIGHLIGHTER		20	NOS		
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign. & Date	15.1.2021	Sign. & Date	

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

APPROVED BY
15 JAN 2021
SOHAM MOJJI
MANAGING DIRECTOR