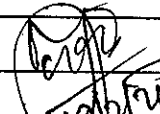
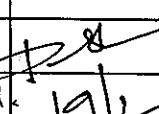


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/02/2021	Prepared by:	T.D. Murthy				
PO/WO no.	74438	PO / WO Date.	04/02/2021				
Supplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 6,720/-				
Firm/Company	Summit Sales LLP	Project	SHLLP				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	931	15/02/2021	Rs. 6,720/- ✓				
2.	-	-	-				
3.							
4.			-				
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,720/- ✓				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	931	15/02/2021	-	☒ 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:			Rs. 6,720/- ✓				
Amount E – PO / WO value:			Rs. 6,720/-				
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		27/02/2021					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19/2/21	19/2					

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 Sealed LLP

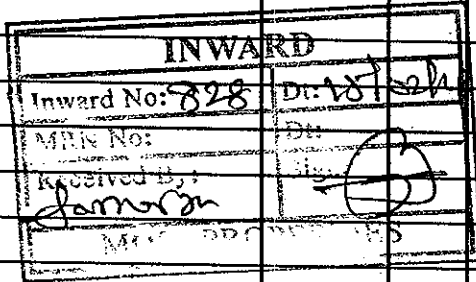
Order No 74438 Date 15/2/21

Delivery Challan No _____ Date _____

GSTIN 36ACBAF52044C127

Bill No. 931-20-21 Date _____

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.	
1	A3 Paper Cadar		10	600	6000				
2	100gsm								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

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

Total	6000			
SUB Total				
CGST	360			
SGST	360			
Grand Total	6720		6720	00

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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



74438

05.02.21 11:33:36

Supplier Details

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

Doc No	74438	182604
Doc Date	04-02-2021	
Quote No	Nil	
Quote Date	04-02-2021	
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 7554 - Stationery - other - Paper - A3 - bundles Paper bundles cedar 100 GSM	10.00	600.00	0.00	12.00	6,720.00
Rupees : Six Thousand Seven Hundred Twenty Only.					Total Order Value . . .
					6,720.00

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 Head Office
 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
 Phone. 040-66335551

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 Nil

Remarks

For Summit Sales LLP

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For Venkatramana Stationery & Binding works

Name : _____

Date : __/__/__

Requisition Form

[illegible]

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