PURCHASE DIVISION Advice for approval for credit to supplier

| B | (m) | |
|---------------|-----|--|
| $\overline{}$ | | |

| Date: | | | | | | | | | |
|------------------|---------------------------------------|----------------------------------------|-----------------------------------------|---------------------------------------|----------------------------------------|------------|----------------------------------------|------------------|---------------------|
| | · | _/ > | 48 | 621 | Prep | ared by: | | · 製厂 | MENDRA |
| PO/WO no. | | . / | 79 | Chr | PO/ | WO Date. | | 1010 | Tall |
| Supplier Nan | ne Yulata | | 1.8= | 1.0 | PQ/\ | VO amoun | t | 10/8, | <u> </u> |
| Firm/Compar | ny MARKATZ | | | 7 & B: 1 | Proje | ct | | 4 | HII |
| Sl. No. | Bill No. | | | | Bill I | Date | • | Bill amount | UP |
| 1 | | , , , | | | - | | · · · · · · · · · · · · · · · · · · · | | |
| 2 | | 466 | | · · · · · · · · · · · · · · · · · · · | | 11/8 | 01 | 1,7 | -17- |
| 3 | | | | <u> </u> | | | ······································ | , | <u> </u> |
| 4 | | | | | ļ <u>.</u> | ÷ | , | | |
| | | | | | | | | | / |
| | Bills total(Exclud | ling Trans | port & | Hamali Char | ges): | | | 1. | W. |
| Sl. No. I | OC .No. | | DC. I |)ate | | MRN | No. | DC matches N | IRN |
| 1. | 466 | | | 11/01/ | | + | T. 10 | □ Yes □ No | |
| 2. | · · · · · · · · · · · · · · · · · · · | | | 11/8/01 | | | .) 887 | □ Yes □ No | |
| 3. | | : | | | ······································ | | | □ Yes □ No | |
| Amount B - C | other Credits : Tr | ansportatio | n char | Yea | · | | | L 162 L 140 | |
| Amount C C | | | · • • • • • • • • • • • • • • • • • • • | | | ···· | | | |
| | | | | | · | | | | |
| | PO/WO value: | unt to be o | redited: | to the suppl | ier: | • | | 1.7 | -11t- |
| | | | · | | | | , | 3/ (| HH_ |
| | Difference (A – E | | % | - | | | · · · · · · · · · · · · · · · · · · · | | |
| Quantity recei | ived as per PO /V | 70 | | O Yes o | Exces | received | □ Short received | l D Other (expla | ined below) |
| Is difference b | petween PO / Bill | acceptable | e? | I | | plained be | | | |
| Excess / short | material received | 1 | | <u></u> | | | • | No (explained b | eiow) |
| Close PO/W | ?O | ······································ | | | | | | No (explained t | |
| Advance paid | /PDC given (dec | fuct when | paving |) □ Yes - | | /- 12.No | | 110 (oxpinited) | |
| Payment - due | | ······································ | 1 - 5 | , = 103 | | | | | |
| Remarks: | | | | 1 2 | 0/8 | 1 | | | |
| | · · · · · · · · · · · · · · · · · · · | | | 1 | l | | | | |
| A | | | | _\ _\ | | | | | |
| Approved by | Purchase Officer | Purcha Manag | se Ar | Producties Physical | э <u>т</u> | MD | Accounts - receiver of | Accountant | Accounts Manager |
| Sign: | X | | 1 0 | AUC 2004 | - | | bill | | |
| Date | X | | - 0 | AUG 2321 | | | | | |
| lotes: 1. In cas | ie amount to be c | redita VA | [[4][5] 1 20 | SH PARIK | 4 | | | | |

Notes: 1. In case amount to be credited to suppose and the tries to be in the space provided 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 all bills from 10,000/ to 1,0000/ A tries to the control of all bills from 10,000/- 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: venkatramana.bindingworks@gmail.com

| То | | | | Orde | rNo 7956 | 8/168912 | | 018/21 |
|----------|-------------------------------------|-------------|----------|--------------|---------------------------------------|------------|---------------|----------|
| M/S | . Summit Sales U | . <u>P</u> | | | ery Challan No | | Date | 10 0 |
| | | | | | | | | |
| GST | IN 36ACAFS 204h | C127 | | Bill N | lo. 2021-22 | 166 | Date 11 | 8/2021 |
| SI No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount |
| 1 | mouse / | 8471 | 5no | 290 | | 1450 | 33, | Rs. Ps. |
| 2 | | | - | - LU | , | 1430 | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
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| 15 | SALE | | | | .Certifiec | by: | † | , |
| 16 | Z WARO C | | | | | | \ | |
| 17 | 3 No. 2 3 36 7 0 | | | | / | XU I | | |
| 18 | O Date: | | | | tores Man | ager | | |
| 19 | 1 6 | | | | -/- | 7 | _ | |
| 20 | R. U | | | | / | / | | |
| Rup | ees | | | Piąl | | - | | |
| | INV | VARD | SI ac SI | Total | / | 1450 | | <u> </u> |
| | Inward No: 167 | | 2 1 | | | | | |
| | MRN Not 566 | Sign: | | ┧—— | | 130.5 | | · |
| Rece | eiver's Signature & Seal | | | 1 | | 130.5 | | |
| GS | TIN: 36AEJPP58 11M122 | SALES LI | P G | raid Total | | 1711 | | 1711 |
| Tern | ns & Conditions | | | | | | | |
| Goo | ds ance sold will not be taken back | | | Eam's | /ENIVATA DA SA | | | |

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 1

10-08-2021 15:38:42

10.08.21 11:15:45

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 | Đọc Nọ | 79568 168912 | | |
| 1-5-85, General Bazar, Sec-Bad -500 003. | | Doc Date | 10-08-2021 | | |
| | | Quote No | Nil | | |
| GSTIN 36AEJPP5811M1 | .Z2 | Quote Date | 18-05-202 | 21 | |
| 27842572 | 9849360076 | SupplyType | Supply | | |

Kind Attn: Mr. Prathap

Purchase Order for the Supply of following Items.

| FOO | | | | |
|------|----------|-----------|-------------------|-------------------|
| 5.00 | 290.00 | 0.00 | 18.00 | 1,711.00 |
| | Total Or | der Value | e | 1,711.00 |
| _ | | Total Or | Total Order Value | Total Order Value |

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

Penality For Delay

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 maintanance

Completion Date

Measurment

Nil Nil Nil

Security

Remarks

For Summit Sales LLP

Authorised Signatory

Accepted the above Terms And Conditions

For Venkatramana Stationery & Binding works

Date : ___/__/__

1-96

Requisition Form

| Company N | Name: | SUMMIT SALES LI | LP | Date: | - | 07-08-2021 | |
|------------|-----------------------|-------------------------|---------------------|--------------|---------|------------------------|------|
| Site & Pha | | SUMMIT HOUSING | Time: | | 02:00PM | | |
| Supplier | | | Req. No. | | 168912 | | |
| | equired before date: | | | ID No. | | 68330 | |
| S. No | Descripti | ion | Size | Quantity | Units | Inward No | Date |
| 1 Mou | ise | 79568 | | 05 | Nos | | |
| 2 Ada | pter Bio Metrics | | | 05 | Nos | | |
| Remarks:F | For Stock Maintenanc | e Purpose. | | | | | |
| Prepared I | Зу | Bhavani | | | - | promise and the second | |
| Sign.& Da | ate | 07-08-2021 | | Sign. & Da | ite | APPROVE |) BY |
| Note: Or | receipt of material a | t site write inward num | ber and date in las | t 2 columns. | | 0 9 AUG 20 | 121 |

79568