

PURCHASE DIVISION  
Advice for approval for credit to supplier

(m) (e)

|                                                                |                  |                                                                                                                                                                           |                             |
|----------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Date: 12/11/21                                                 |                  | Prepared by: BHAVANI                                                                                                                                                      |                             |
| PO/WO no. 81905                                                |                  | PO / WO Date. 21/10/21                                                                                                                                                    |                             |
| Supplier Name: Venkatesh Stationery & Binding works            |                  | PO/WO amount: 5428                                                                                                                                                        |                             |
| Firm/Company: AA SSUP                                          |                  | Project: HO                                                                                                                                                               |                             |
| Sl. No.                                                        | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount                 |
| 1                                                              | 709              | 26/10/21                                                                                                                                                                  | 5428                        |
| 2                                                              |                  |                                                                                                                                                                           | /                           |
| 3                                                              |                  |                                                                                                                                                                           | /                           |
| 4                                                              |                  |                                                                                                                                                                           | /                           |
| Amount A - Bills total (Excluding Transport & Hamali Charges): |                  |                                                                                                                                                                           | 5428                        |
| Sl. No.                                                        | DC No.           | DC Date                                                                                                                                                                   | MRN No.                     |
| 1.                                                             | /                | /                                                                                                                                                                         | /                           |
| 2.                                                             | /                | /                                                                                                                                                                         | /                           |
| 3.                                                             | /                | /                                                                                                                                                                         | /                           |
| Amount B - Other Credits : Transportation charges              |                  |                                                                                                                                                                           | -                           |
| Amount C - Other Debits :                                      |                  |                                                                                                                                                                           | -                           |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:    |                  |                                                                                                                                                                           | 5428                        |
| Amount E - PO / WO value:                                      |                  |                                                                                                                                                                           | 5428                        |
| Amount F - Difference (A - E): GST-18%                         |                  |                                                                                                                                                                           | -                           |
| Quantity received as per PO / WO                               |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                             |
| Is difference between PO / Bill acceptable?                    |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                             |
| Excess / short material received                               |                  | <input checked="" type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                             |
| Close PO / W?O                                                 |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)                             |                             |
| Advance paid / PDC given (deduct when paying)                  |                  | <input type="checkbox"/> Yes - Rs. /- <input checked="" type="checkbox"/> No                                                                                              |                             |
| Payment - due date                                             |                  | 15/11/21                                                                                                                                                                  |                             |
| Remarks:                                                       |                  |                                                                                                                                                                           |                             |
| Approved by                                                    | Purchase Officer | Purchase Manager                                                                                                                                                          | Accounts - receiver of bill |
| Sign: [Signature]                                              |                  |                                                                                                                                                                           |                             |
| Date: 12/11/21                                                 |                  |                                                                                                                                                                           |                             |

Notes: 1. In case amount to be credited to supplier and the bill 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 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 &amp; Xerox Paper Etc. Available

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

To  
M/s. Summit Seel UpOrder No 81905Date 26/10/24

Delivery Challan No

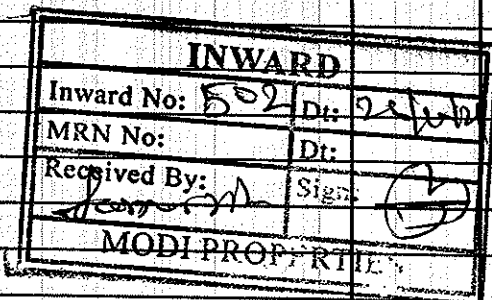
Date

GSTIN 36ACAFS20UC127

Bill No. 2021-22

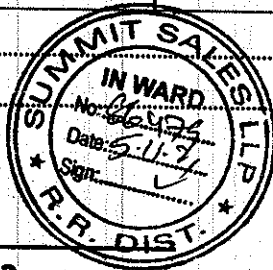
709Date 26/10/24

| Sl No | PARTICULARS             | HSN Code | Qty      | Rate        | 12% GST | 18% GST     | 0% -5% GST | Amount<br>Rs. Ps. |
|-------|-------------------------|----------|----------|-------------|---------|-------------|------------|-------------------|
| 1     | <u>Lamination Paper</u> |          | <u>4</u> | <u>1150</u> |         | <u>4600</u> |            |                   |
| 2     | <u>A 3</u>              |          |          |             |         |             |            |                   |
| 3     |                         |          |          |             |         |             |            |                   |
| 4     |                         |          |          |             |         |             |            |                   |
| 5     |                         |          |          |             |         |             |            |                   |
| 6     |                         |          |          |             |         |             |            |                   |
| 7     |                         |          |          |             |         |             |            |                   |
| 8     |                         |          |          |             |         |             |            |                   |
| 9     |                         |          |          |             |         |             |            |                   |
| 10    |                         |          |          |             |         |             |            |                   |
| 11    |                         |          |          |             |         |             |            |                   |
| 12    |                         |          |          |             |         |             |            |                   |
| 13    |                         |          |          |             |         |             |            |                   |
| 14    |                         |          |          |             |         |             |            |                   |
| 15    |                         |          |          |             |         |             |            |                   |
| 16    |                         |          |          |             |         |             |            |                   |
| 17    |                         |          |          |             |         |             |            |                   |
| 18    |                         |          |          |             |         |             |            |                   |
| 19    |                         |          |          |             |         |             |            |                   |
| 20    |                         |          |          |             |         |             |            |                   |



Rupees.....

Receiver's Signature &amp; Seal



GSTIN: 36AEJPP5811M1Z2

Terms &amp; 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

4600

SUB Total

CGST

414

SGST

414

Grand Total

54285428 00

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

# Purchase Order

Page(s) 1 Of 1

21-10-2021 12:16:51

Original



81905

19.10.21 5:30:09

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     | 81905      | 183242 |
| Doc Date   | 21-10-2021 |        |
| Quote No   | Nil        |        |
| Quote Date | 21-10-2021 |        |
| SupplyType | Supply     |        |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| Item Name                                                       | Qty  | Rate     | Dis% | GST   | Amount   |
|-----------------------------------------------------------------|------|----------|------|-------|----------|
| 1 7540 - Stationery - other - Lamination Pouch - NA - nos<br>A3 | 4.00 | 1,150.00 | 0.00 | 18.00 | 5,428.00 |
| Total Order Value . . .                                         |      |          |      |       | 5,428.00 |

Rupees : Five Thousand Four Hundred Twenty Eight Only.

**Terms and Conditions :-**

Specification / As per details given in the quotation.

Payment Terms After Delivery &amp; 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 Head office 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 : \_/\_/