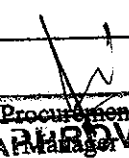


PURCHASE DIVISION
Advice for approval for credit to supplier

②

⑤ 10/12

Date:	9/12/2021	Prepared by:	Saikiran
PO/WO no.	83022	PO / WO Date.	26/11/2021
Supplier Name	Venkataramana Stationary	PO/WO amount	2832
Firm/Company	S&UP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	839	27/11/2021	2832
2	/	/	/
3	/	/	/
4	/	/	/
Amount A - Bills total (Excluding Transport & Hamali Charges):			2832
Sl. No.	DC No.	DC. Date	MRN No.
1.			99928
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:			2832
Amount E - PO / WO value:			2832
Amount F - Difference (A - E): GST-18%			
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	13/12/2021		
Remarks: Final bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Saikiran		
Date	9/12/2021		
 APPROVED 11 DEC 2021 MINISH PARIKH			
Accounts - receiver of bill	Accountant	Accounts Manager	

Notes: 1. In case amount to be credited to supplier 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 & 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 83022 Date 26/11/21

Delivery Challan No _____ Date _____

GSTIN 36ACAPS2044C127

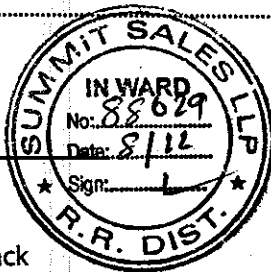
Bill No. 2021-22 839 Date 27/11/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	<u>Thermal</u>		<u>200</u>	<u>12</u>		<u>2400</u>		
2	<u>(Sheet)</u>							
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD
Inward No: 17287 Dt: 30/11/21
MRN No: 9998 Dt: 30/11/21
Received By: _____ Sign: ✓

Rupees.....	Total	<u>2400</u>		
	SUB Total			
	CGST	<u>216</u>		
	SGST	<u>216</u>		
	Grand Total	<u>2832</u>	<u>2832</u>	<u>00</u>

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

Signature

Purchase Order

Page(s) 1 Of 1

26-11-2021 15:09:31



83022

25.11.21 3:42:03

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	83022	169189
	Doc Date	26-11-2021	
	Quote No	Nil	
	Quote Date	18-11-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4658 - Electrical - other - Thermacol - NA - nos	200.00	12.00	0.00	18.00	2,832.00
Total Order Value . . .					2,832.00

Rupees : Two Thousand Eight Hundred Thirty Two 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
Penalty For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above for Stock replenishing purpose
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Date : _/_/

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		22-11-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169189	
Material required before date:				ID No.		71419	
S.No	Description	Size	Quantity	Units	Inward No	Date	
1	RG 6 TV Cable ✓	100mtrs	1200	Mtrs			
2	Telephone Wire 2 Pair ✓	90mtrs	10	Nos			
3	GI Earth Pipe ✓	2"x5.5'	20	Nos			
4	Copper Plate ✓	1'x1x3mm	20	Nos			
	Bentonite Powder ✓		10	Bags			
6	Pipe ✓	1"1.5mm	800	Nos			
7	Pipe ✓	1"1.2mm	500	Nos			
8	Bends ✓	1.5mm	2000	Nos			
9	Deep Box ✓	25mm	180	Nos			
10	Junction Box ✓	25mm	600	Nos			
11	Insulation Tapes ✓ 83021		500	Nos			
12	8 Metal Box ✓		60	Nos			
13	6 Metal Box ✓		450	Nos			
14	Thermocol Sheet ✓ 83022		200	Nos			
15	PVC Round Covers ✓	3"	200	Nos			
Remarks: For Stock Replenishing Purpose							
Prepared By		Bhavani					
Sign. & Date		22-11-2021		Sign. & Date			

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

APPROVED
27 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT