

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		30/01/2021		Prepared by:		T.D. Murthy	
PO/WO no.		74031		PO / WO Date.		21/01/2021	
Supplier Name		Sri Balaji Enterprises		PO/WO amount		Rs. 8,914/-	
Firm/Company		Summit Sales LLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	153	25/01/2021		Rs. 8,914/-		✓	
2.	-	-		-			
3.	-	-		-			
4.				-			
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 8,914/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	153	25/01/2021	87931	☒ 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. 8,914/-	
Amount E – PO / WO value:						Rs. 8,914/-	
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:				30 JAN 2021			
Date	30/1/21	30/1/21	30/1/21	MINISH PARIKH MANAGER PROCUREMENT			

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 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



SRI BALAJI ENTERPRISES

#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF

Invoice No.

153

Dated

25-01-2021

PO / DOC No.

74031

D.C. No.

153

Vehicle No.

TS07UJ-7300

Destination

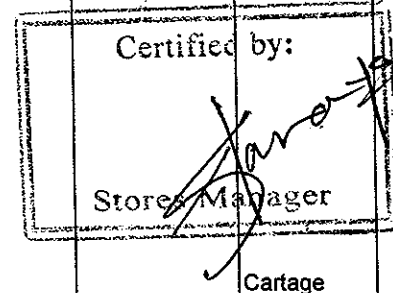
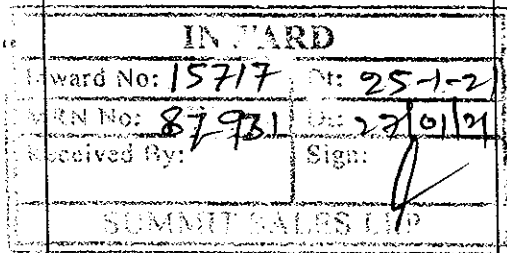
Billing Address :

Summit Sales LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ACQFS2044C1Z7

Shipping Address :

Summit Housing LLP
Cherlapally, Behind Kingston PG College
Rangareddy - 500051
GSTN : 36ACQFS2044C1Z7

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	8302	wood screws	35x8 mm	100x30	30 ✓	43.61	1308.30
2	8302	wood screws	30x8 mm	100x20	30 ✓	41.52	1245.60
3	3926	fischer -6mm ✓		100x50	50 ✓	100.00	5000.00
					110		7553.90

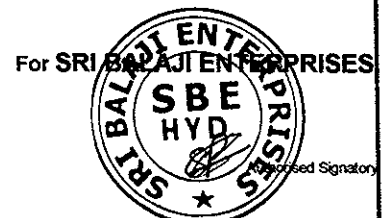


Pre Tax : Rs 7553.90 Tax Rs.: 1359.70 Post Tax Rs.: 8913.60 R/o Rs.: 0.40 Final Rs.: 8914.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8302	7553.9	9%	679.851	9%	679.851			1359.70
								0
								0
Total	7553.9	0.09	679.851	0.09	679.851	0	0	1359.70

TERMS & CONDITIONS :

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.



Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

DELIVERY CHALLAN



SRI BALAJI ENTERPRISES
#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF

D. C. No.

153

Dated

25-01-2021

PO / DOC No.

74031

Vehicle No.

TS07UJ-7300

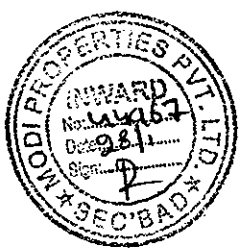
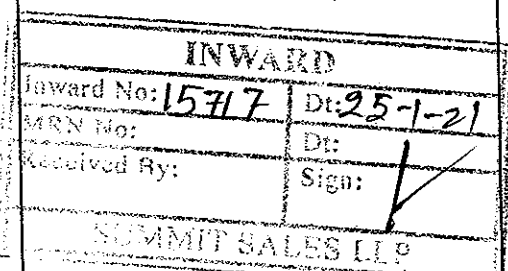
Cont. No.

Billing Address :

Sumit Sales LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ACQFS2044C1Z7

Shipping Address :

Summit Housing LLP
Cherlapally, Behind Kingston PG College
Rangareddy - 500051
GSTN : 36ACQFS2044C1Z7

S. NO.	HSN	Description	Thickness	Size	Qty	Remark
1	8302	wood screws	35x8 mm	100x30	30 pkt	
2	8302	wood screws	30x8mm	100x30	30 pkt	
3	3926	fischer -6mm		100x50	50 pkt	
  						
					110	

TERMS & CONDITIONS :

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

For SRI BALAJI ENTERPRISES



Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Purchase Order



74031

Page(s) 1 Of 1

21-01-2021 2:27:04 PM

16.01.21 10:57:50

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

Supplier Details

Sri Balaji Enterprises
H, no. 14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

Doc No 74031 168323

Doc Date 21-01-2021

Quote No Nil

Quote Date 21-01-2021

SupplyType Supply

GSTIN 36AEIPJ0494H1ZF

9030605690

Kind Attn : Mr. Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2100 - Carpentry - hardware - Fischer - 6mm - pkts	50.00	100.00	0.00	18.00	5,900.00
2 2305 - Carpentry - hardware - Wood Screws - 35 x 8 mm - nos	30.00	45.90	5.00	18.00	1,543.62
3 2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos	30.00	43.70	5.00	18.00	1,469.63
Total Order Value . . .					8,913.25
Rupees : Eight Thousand Nine Hundred Thirteen and Paise Twenty Five Only.					

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Included in the above prices

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 Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the rights to reject the items if not as per specification damage if any in suppliers cost, above order is for stock maintenance purpose

Completion Date NIL

Measurment Nil

Security Nil

Remarks Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : 

Name : _____

Date : __/__/__

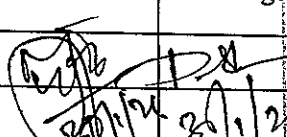
Requisition Form

Company Name:		Summit sales llp		Date:		20.1.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168323	
Material required before date:				ID No.		63249	
No	Description	Size	Quantity	Units	Inward No	Date	
1	FISHER PLUG	6MM	50	PKTS			
2	WOOD SCREWS	35X8	30	PKTS			
3	WOOD SCREWS	30X8	30	PKTS			
4	HOLDFAST	4"	200	KGS			
5	BOMBAY NAILS	2"	20	KGS			
6	PLASTIC GAMPA		60	NOS			
7	PLASTIZERS	20LTRS	3	NOS			
8	MEASURING TAPE	5MTRS	10	NOS			
9	PVC TAPE	30MTRS	5	NOS			
10							
11							
Remarks: For stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		20.1.2021		Sign. & Date			

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

20 JAN 2021

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:			30 JAN 2021				
Date	30/1/21		MINISH PARIKH MANAGER PROCUREMENT				

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

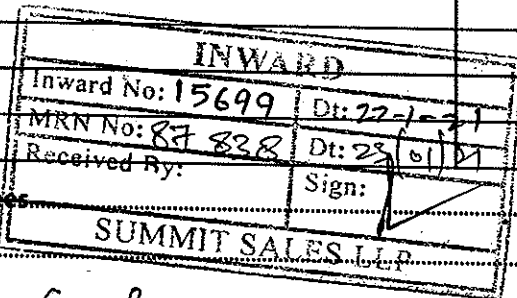
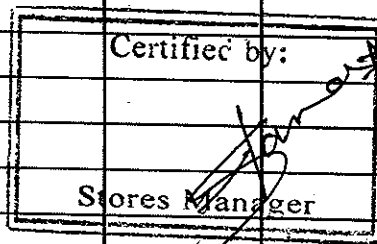
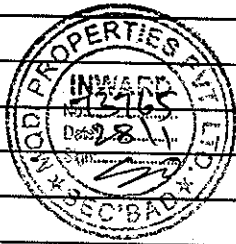
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

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

Delivery Challan No _____ Date _____

GSTIN 36ACAFS2044C127Bill 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	Penetite	✓	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	00



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.
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	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** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 

Name : _____

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

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

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:				ID No.		63089	

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
16 JAN 2021
SOHAM MOJJI
MANAGING DIRECTOR