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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 30 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	30/1/21	30/1/21					

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/-

"SHREE GANESHAY NAMAH"

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
						Cartage	
					110		7553.90

INWARD
Inward No: 15717 Dt: 25-1-21
GRN No: 87931 Dt: 27/01/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

re 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.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7378 Date 28/1

For SRI BALAJI ENTERPRISES
SRI BALAJI ENTERPRISES SBE HYD
Authorised Signatory

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553
Our BanK: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

"SHREE GANESHAY NAMAH"

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	

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No: 44267 Date: 28/1 Sign:

INWARD
Inward No: 15717 Dt: 25-1-21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

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
SRI BALAJI ENTERPRISES SBE HYD
Authorised Signatory

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553
Our BanK: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

 21-01-2021 2:27:04 PM

Purchase Order

74031
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 Hyderbad-500001 **GSTIN** 36AEIPJ0494H1ZF 9030605690	**Doc No**	74031	168323
	Doc Date	21-01-2021	
	Quote No	Nil	
	Quote Date	21-01-2021	
	SupplyType	Supply	

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.
Penality 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 maintenence purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Sri Balaji Enterprises***

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 74031	35X8	30	PKTS		
3	WOOD SCREWS	30X8	30	PKTS		
4	HOLDFAST	4"	200	KGS		
5	BOMBAY NAILS 74032	2"	20	KGS		
6	PLASTIC GAMPA		60	NOS		
7	PLASTIZERS	20LTRS	3	NOS		
8	MEASURING TAPE 74030	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:			APPROVED 30 JAN 2021				
Date	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

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

To
M/S. Summit Sales LLP.

GSTIN 36ACQFS2044C1Z7

Order No 73892 Date 21/1/21

Delivery Challan No Date

Bill No. 828 -20-21 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4 Paper		100	210	21000				
2	File folder A2 A/4		1000	5		5000			
3	Penette		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									
	Total				22300	7,000			
	SUB Total								
	CGST				1338	630			
	SGST				1338	630			
	Grand Total				24976	8260		33236	00

MQD PROPERTIES PVT LTD. SEC'BAD
INWARD No. 13765 Date 28/1

INWARD
Inward No: 15699 Dt: 22-1-21
MRN No: 87838 Dt: 23/01/21
Received By:
Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 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.
Penality 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 maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

Purchase Order

 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.~~	68089

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 73892		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	APPROVED BY 16 JAN 2021 SOHAM MODI MANAGING DIRECTOR

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