Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

Dated : 31-Dec-2020

10099

No. : PUR\DEC\10098\20-21
Ref.: 949 dt. 19-Dec-2020

Party's Name: **Akshaya Traders**
H.No. 6-4-392/1 New Bholakpur Secunderabad
GSTIN/UIN : 36BFYPA0121A1Z3

Particulars		Amount
Doors, Door Franes & Hardware GST 18%(P)	7,200.00	₹ 8,496.00
Input CGST	648.00	
Input SGST	648.00	

On Account of :
Being purchase of Hardware material from Akshaya Traders against bill no:949 dt:19.12.2020 PO:72986 dt:15.12.2020

Amount (in words) :
Indian Rupees Eight Thousand Four Hundred Ninety Six Only

for SUP-Akshaya Traders

Receiver's Signature

Prepared by: nagapriyanka

Approved by

Scan ID: 60082

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	72986	PO / WO Date.	15/12/20
Supplier Name	Akshaya Traders	PO/WO amount	8,496/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	949	19/12/20	8,496/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,496/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☑ Yes ☐ No
2.			86578	☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	8,496/-
Amount E – PO / WO value:	8,496/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]			[signature]	[signature]	
Date	30/12/20	31/12			04/01/21		

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. 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

Cell : 9959611144
9381004542

AKSHAYA TRADERS

Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES, BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.
H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 949 Date 19/12/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 72986

State TS10UC3321 State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	HoldFast	1817	150	48	7200			1296	8496
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

PROPERTIES PVT LTD
INWARD
No. 1261
Date: 28/12
Sign

SEC'BAD

Certified by:

Stores Manager

INWARD
Inward No: 15470 Dt: 19/12/20
GRN No: 86578 Dt: 22/12/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

Total Amount		7200
Add CGST 9%	648	
Add SGST 9%	648	
Total GST	1296	
Total Amount		8496

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

72986
05.12.20 12:14:15

 15-12-2020 2:10:56 PM

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

Supplier Details			
Akshaya Traders 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	72986	168204
	Doc Date	15-12-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	15-12-2020	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2105 - Carpentry - hardware - Holdfast - other - kgs	150.00	48.00	0.00	18.00	8,496.00
					Total Order Value . . .	**8,496.00**

Rupees : Eight Thousand Four Hundred Ninty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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 maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	10.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168204
Material required before date:		ID No.	62184

No	Description	Size	Quantity	Units	Inward No	Date
1	Holdfast 72986	4"	150	kgs		
2	Tile adhesives 72987	25kg	10	nos		
3						
4						
5						
6						
7						
8			APPROVED			
9			15 DEC 2020			
10			MINISH PARIKH			
11			MANAGER PROCUREMENT			

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	10.12.2020	Sign. & Date	

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

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

10100

No. : **PUR\DEC\10099\20-21**
Ref.: **769 dt. 17-Dec-2020**

Dated : **31-Dec-2020**

Party's Name: **Sup-Sathyavarapu Hardwares**
2-3-576/2/2/a,Minister Road,Nallagutta,Secunderabad
GSTIN/UIN : **36BCBPS4784B1ZJ**

Particulars		Amount
Doors, Door Franes & Hardware GST 18%(P)	*1,07,881.00*	**₹ 1,27,300.00**
Input CGST	*9,709.29*	
Input SGST	*9,709.29*	
OIE-Rounded Off	*0.42*	

On Account of :
Being purchase of hardware material from Sathyavarapu Hardwares against bill no:769 dt:17.12.2020 PO:73010 dt:16.12.2020

Amount (in words) :
Indian Rupees One Lakh Twenty Seven Thousand Three Hundred Only

for Sup-Sathyavarapu Hardwares

Receiver's Signature

Prepared by: nagapriyanka **Approved by**

Scan ID:- 60083

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73010	PO / WO Date.	16/12/20
Supplier Name	Sathyavarapu Hardwares	PO/WO amount	127,299/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	769	17/12/20	127,300/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			127,300/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☑ Yes ☐ No
2.			86545	☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	127, 300/-
Amount E – PO / WO value:	127, 300/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]			[signature]	[signature]	[signature]
Date	30/12/20	31/12			04/01/21		

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. 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/-

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

- ☐ Original for Receipt
- ☐ Duplicate for Transporter
- ☐ Triplicate for Supplier

Invoice No. : 763 /19 - 20	Transportation Mode: 16 8202
Invoice Date : 19/11/2020	Vehicle Number:
State : Telangana State Code36	P.O. Number : 73010
LR No:	No. of Cases:
Place of Supply:	

DETAILS OF CONSIGNEE: BILLED TO	DETAILS OF RECEIVER: SHIPPED TO
NAME: Summit Sales LLP.	NAME: -
Address: 2nd floor, M.G. Road, Sec-3.	Address:
GSTIN: 36ACQFS2044C1Z7.	GSTIN:
State: Telangana State Code: 36.	State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	8301	Dorset FLESTA170 AC.	8	Pairs	3730/-	43%	18%	17009.00
2		MAIN DOOR BRASS SS Mortise						
3		HANDLE SET						
4	8301	Dorset ET70 cylindrical	72	No	860/-	45%	18%	34056.00
5		locks with keys SSmatt						
6	8302	Dorset FH115A (4").	320	doz	335/-	47%	18%	56816.00
7		SS Door hinges with screws						
8								
9								
10								
11								
12								
13								
14								

INWARD
Inward No: 15467 Dt: 18/12/20
MRN No: 86545 Dt:
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rs.
127300/-

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST	Transport / If any	
						Total Amount before Tax	107881.00
						Add. CGST 9%	9709.50
						Add: SGST 9%	9709.50
						Add: IGST	
Amount in Words: One lakh twenty seven thousand three hundred only						GRAND TOTAL	127300.00

MODI PROPERTIES (PVT.) LTD.
INWARD
No:
Date: 23/12
Sign:

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

*Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For Sathyavarapu Hardwares

Authorised Signatory

Purchase Order

16-Dec-20 1:05:19 PM

73010
16.12.20 11:34:54

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

Supplier Details

Sathyavarapu Hardwares,
#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.

GSTIN 36BCBPS4784B1ZJ
65910337. 9885316000.

Doc No	73010	168202
Doc Date	16-12-2020	
Quote No	Nil	
Quote Date	15-12-2020	
SupplyType	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	8.00	3,730.00	43.00	18.00	20,070.38
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	72.00	860.00	45.00	18.00	40,186.08
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	320.00	335.00	47.00	18.00	67,042.88
					Total Order Value . . .	**127,299.34**
	Rupees : One Lakh(s) Twenty Seven Thousand Two Hundred Ninty Nine and Paise Thirty Four Only.					

Terms and Conditions :-

Specification / Brand	Hardware is Dorset brand
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With a week
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	1 year warranty on henges, 5 years on mortise lock
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

APPROVED BY
21 DEC 2020
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For *Sathyavarapu Hardwares,*

Name : ____________

Date : __/__/____

Shop : 65810337
Cell : 98853 18000
92462 48527

Sathyavarapu Hardwares

Dealers in : Plywood, Kitchen Accessories, Fancy Hardware for Doors, Windows & Furnitures
2-3-576/2/2, Near Sai Baba Temple, Minister Road, Nallagutta, Secunderabad.

Ref : Date : ___________

Date: 27/11/2020

To
Modi Builders
M.G.Road,
Secunderabad.

QUOTATION

We hereby furnish our most competitive and lowest Quotation price for the following Hardware.

S.No.	Description	MRP	Discount	GST	Net Amount
01.	Dorset Cylindrical Locks Model No. ETTOSS	860/-	45%	18%	559-00
02.	Dorset Cylindrical Locks Model No.: PRTOSS	800/-	45%	18%	520-00
03.	Dorset Ball Bearing Hinges Model No. HG1151	335/-	47%	18%	210-00
04.	Dorset HL 170 ASS Brass Main Door Handle complete Set	3730/-	43%	18%	2509-00

For Satyavarapu Hardwares

Proprietor

SATHYAVARAPU HARDWARES
2-3-576/2/2, Minister Road,
Opp: Sai Baba Temple, Nallagutta,
SECUNDERABAD-500 003.

Where the best costs less

Requisition Form

Company Name:	SSLLP	Date:	10.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168202
Material required before date:		ID No.	62185

No	Description	Size	Quantity	Units	Inward No	Date
1	Panel doors	32"x82"	40	nos		
2	Panel doors	26"x80"	20	nos		
3	Panel doors	38"x80"	30 ✓	nos		
4	Mortise lock		8 ✓	nos		
5	Cylindrical lock		72 ✓	nos		
6	SS hinges		320	nos		
7						
8						
9						
10						
11						

12982

13010

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	✓
Sign.& Date	10.12.2020	Sign. & Date	

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

APPROVED BY
13 DEC 2020
SOHAM MODI
MANAGING DIRECTOR

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

Dated : 31-Dec-2020

10101

No. : **PUR\DEC\10100\20-21**
Ref.: **484 dt. 21-Dec-2020**

Party's Name: **SUP-Ganesh Tube Traders**
5-1-373/11,Old Ghasmandi,Ranigunj,
Secunderabad
GSTIN/UIN : **36ADBPJ8881C1ZJ**

Particulars		Amount
Sundry Purchases GST 18%	*7,500.00*	**₹ 8,850.00**
Input CGST	*675.00*	
Input SGST	*675.00*	

On Account of :
Being purchase of hardware material from Ganesh Tube Traders against bill no:484 dt:21.12.2020 PO:73117 dt:18.12.2020

Amount (in words) :
Indian Rupees Eight Thousand Eight Hundred Fifty Only

for SUP-Ganesh Tube Traders

Receiver's Signature

Prepared by: nagapriyanka

Approved by

Scan ID : 60084

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73117	PO / WO Date.	18/12/20
Supplier Name	Ganesh Tube Traders	PO/WO amount	8,850/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	484	21/12/20	8,850/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,850/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86643	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	8,850/-
Amount E – PO / WO value:	8,850/-
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	01/01/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kulla	[signature]			[signature]	[signature]	
Date	30/12/20	31/12			04/01/21		

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. 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/-

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:

Clair®

Too Strong to Resist

GANESH TUBE TRADERS

(ORIGINAL FOR RECIPIENT)

Invoice No. **484**

Ref. No. **73117**

Dated **21-Dec-2020**

TAX INVOICE

Party : **SUMMIT SALES LLP**
5-4-187/3&4, 2 Nd Floor, Mg Road,
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**TEFLON TAPE 12MMX10MT**	3919	18 %	**500 NO**	15.00	NO		**7,500.00**
	CGST							**675.00**
	SGST							**675.00**
	Total			**500 NO**				**₹ 8,850.00**

MODI PROPERTIES PVT. INWARD No: 1286 Date: 28/12 Sign:

INWARD: Inward No: 15482 Dt: 22/12/20 MRN No: 86643 Dt: 23/12/20 Received By: Sign: SUMMIT SALES LLP

Certified by: Stores Manager

Amount Chargeable (in words) *E. & O.E*

INR Eight Thousand Eight Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3919	7,500.00	9%	675.00	9%	675.00	1,350.00
Total	**7,500.00**		**675.00**		**675.00**	**1,350.00**

Tax Amount (in words) : **INR One Thousand Three Hundred Fifty Only**

Company's PAN : **ADBPJ8881C**

Company's Bank Details
Bank Name : **HDFC CA 50200014835551**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for GANESH TUBE TRADERS(2018-2019)

GANESH TRADERS SEC-BAD

Authorised Signatory

REVERSE CHARGE: NO

H.No.5-2-270, Plot No.29, Hyderbasti,
(Back side of Old Traffic P.S.)
Secunderabad - 500 003.
Ph: 040-66568587, 66568581
Email: ganeshtubetraders@gmail.com
www.ganeshtubetraders.com

Requisition Form

		Date:	17.12.20
Company Name:	Summit sales llp	Time:	11.00
Site & Phase :	Summit housing llp	Req. No.	168226
		ID No.	62379
Supplier			
Material required before date:			

No	Description	Size	Quantity	Units	Inward No	Date
1	SPACERS 73116		5000	NOS		
2	TEFLON TAPES 73117		500	NOS		
3	BLUE SHEETS 73118	12X18	10	NOS		
4	SAFETY BELTS 73119		10	NOS		
5						
6						
7						
8						
9						

Remarks: For stock maintenance and site use		Approved by	
Prepared By	SOWMYA	Sign. & Date	
Sign.& Date	17.12.20		

APPROVED
18 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

Dated : 31-Dec-2020

10102

No. : PUR\DEC\10101\20-21
Ref.: 713 dt. 18-Dec-2020

Party's Name: SUP-Venkataramana Stationery & Binding Works
H.No:1-5-85, General BBazar, Secunderabad
GSTIN/UIN : 36AEJPP5811MZ2

Particulars		Amount
Doors, Door Franes & Hardware GST 18%(P)	4,200.00	₹ 4,956.00
Input CGST	378.00	
Input SGST	378.00	

On Account of :
Being purchase of Sundry items from Venkataramana Stationery & Binding Works against bill no:713 dt:18.12.2020 PO:73088 dt:18.12.2020

Amount (in words) :
Indian Rupees Four Thousand Nine Hundred Fifty Six Only

for SUP-Venkataramana Stationery & Binding Works

Receiver's Signature

Approved by

...ganpriyenka

Scan 30-60086

PURCHASE DIVISION

Advice for approval for credit to supplier

		Prepared by:	NEHA .C
Date:	30/12/20	PO / WO Date.	18/12/20
PO/WO no.	73088	PO/WO amount	4,956/-
Supplier Name	Venkataramana Stationary & Binding works	Project	SHIIP
Firm/Company	SSIIP	Bill Date	Bill amount
Sl. No.	Bill No.	19/12/20	4,956/-
1	73		
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,956/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
				☑ Yes ☐ No
1.				☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				—

Amount B – Other Credits : Transportation charges	—
Amount C – Other Debits :	4,956/-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,956/-
Amount E – PO / WO value:	—
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kulk	[signature]			[signature]	[signature]	
Date	30/12/20	31/12			04/01/21		

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. 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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36 ACQFS 2044 C 1Z7

Order No 73088 Date 18/12/2020
Delivery Challan No Date
Bill No. 71320-21 Date 19/12/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A3 lamination Pouch		4pkt	950		3800			
2	L-folders		50no	8		400			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

INWARD
Inward No: 617 Dt: 21/12/20
MRN No: Dt:
Received By: Santosh Sign:
MODI PROPERTIES

Rupees Four Thousand Nine Hundred And Fifty Six only

Total			
SUB Total		4200	
CGST		378	
SGST		378	
Grand Total		~~2716~~ 4956	4956

MODI PROPERTIES PVT SEC'BAD
INWARD
No: 1269
Date: 28/12
Sign:

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

 18-12-2020 13:02:25 Orig

73088
16.12.20 11:34:54

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.	**Doc No**	73088	16762
	Doc Date	18-12-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	18-12-2020	
27842572 9849360076	**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 *Lamination sheet-A3-04 Packets*	4.00	950.00	0.00	18.00	4,484.00
2	7538 - Stationery - other - L - File Folders - NA - nos *Legal size-Packets*	50.00	8.00	0.00	18.00	472.00
					Total Order Value . . .	**4,956.00**

Rupees : Four Thousand Nine Hundred Fifty Six 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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
18/12/2020
Name : ____________
Contact - -

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	18.12.2020
Site & Phase :	Head Office	Time:	10:47 Pm
		Req. No.	16762
Material required before date:		ID No.	62385

No	Description	Size	Quantity	Units	Inward No	Date
01	Lamination Sheet	950 A3	04	Packets		
02	L- Folder for MD legal size	Legal	05	packets		
		8Rs				
	73088					
			APPROVED 18 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT			

Prepared By	Iqra Khatoon	Approved by	
Date	18.12.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

10103

No. : **PUR\DEC\10102\20-21**
Ref.: **719 dt. 19-Dec-2020**

Dated : **31-Dec-2020**

Party's Name: **SUP-Venkataramana Stationery & Binding Works**
H.No:1-5-85, General BBazar, Secunderabad
GSTIN/UIN : **36AEJPP5811MZ2**

Particulars		Amount
Sundry Purchases GST 18%	5,510.00	₹ 8,518.00
Sundry Purchases GST 12%	1,800.00	
Input CGST	603.90	
Input SGST	603.90	
OIE-Rounded Off	0.20	

On Account of :
Being purchase of Stationery items from Venkataramana Stationery & Binding Works against bill no:719 dt:19.12.2020 PO:73138 dt:19.12.2020

Amount (in words) :
Indian Rupees Eight Thousand Five Hundred Eighteen Only

for SUP-Venkataramana Stationery & Binding Works

Receiver's Signature

Prepared by: nagapriyanka

Approved by

Scan 30'60088

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73138	PO / WO Date.	19/12/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	8518/-
Firm/Company	SSILP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	719	21/12/20	8518/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,518/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	.	.	86639	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	8518/-
Amount E – PO / WO value:	8518/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]			[signature]	[signature]	
Date	30/12/20	31/12			04/01/21		

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. 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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 73138 Date 19/12/20

Delivery Challan No Date

Bill No. 71920-21 Date 21/12/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Scale		20	8		160=00			
2	Stapler pin		40	12		480=00			
3	Marker		90	15	1350				
4	Punch		5	60		300=00			
5	Fevistick		30	20		600=00			
6	Box file (Big)		50	34		1700=00			
7	Box file (Small)		50	31		1550=00			
8	Highlighter		30	15	450				
9	Scribbling Pads		60	12		720=00			
10									
11									
12									
13									
14									
15									
16									
17				72684					
18									
19									
Rupees				Total	1800	5510			
				SUB Total					
				CGST	108	495=90			
Receiver's Signature & Seal				SGST	108	495=90			
				Grand Total	2016	6501=80		8517	80

INWARD
Inward No: 105488 Dt: 22/12/20
Batch No: 86638 Dt: 23/12/20
Received By: Sign:
SUMMIT SALES LLP

PROPERTIES ... PVT. LTD. SEC'BAD
INWARD No. 72684

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

Certified by:
Stores Manager

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

73138
16.12.20 11:40:30

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.	~~**Doc No**~~	73138	~~168228~~
	Doc Date	19-12-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	19-12-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7583 - Stationery - other - Scale - NA - nos	20.00	8.00	0.00	18.00	188.80
2	7594 - Stationery - other - Stapler pin - other - boxes *big*	40.00	12.00	0.00	18.00	566.40
3	7544 - Stationery - other - Marker - NA - nos *Blue-Black-Red*	90.00	15.00	0.00	12.00	1,512.00
4	7572 - Stationery - other - Punch - 16mm - nos	5.00	60.00	0.00	18.00	354.00
5	7528 - Stationery - other - Fevistick - NA - nos	30.00	20.00	0.00	18.00	708.00
6	7507 - Stationery - other - Box file - Big - nos	50.00	34.00	0.00	18.00	2,006.00
7	7508 - Stationery - other - Box file - small - nos	50.00	31.00	0.00	18.00	1,829.00
8	7533 - Stationery - other - Highlighter - NA - nos	30.00	15.00	0.00	12.00	504.00
9	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	12.00	0.00	18.00	849.60
					Total Order Value . . .	**8,517.80**

Rupees : Eight Thousand Five Hundred Seventeen and Paise Eighty 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,9502266233, Mahesh.
Penality 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 Stock maintanance

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name :

Name : ______________________

Date : __/__/____

Contact - -

Purchase Order

 19-12-2020 10:32:06

Original / Office Copy / Purchase Div.Copy

purpose.

Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	17.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168228
Material required before date:		ID No.	62377

No	Description	Size	Quantity	Units	Inward No	Date
1	SCALE		20	NOS		
2	STAPLER PINS	BIG	40	NOS		
3	MARKER	BLUE	30	NOS		
4	MARKER	RED	30	NOS		
5	MARKER	BLACK	30	NOS		
6	PUNCHING MACHINE	SMALL	5	NOS		
7	FEVISTICK		30	NOS		
8	BOX FILE	BIG	50	NOS		
9	BOX FILE	SMALL	50	NOS		
10	HILIGHTER		30	NOS		
11	SCRIBLING PADS		60	NOS		

P.O. 43138.

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	17.12.20	Sign. & Date	

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

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

10104

No. : **PUR\DEC\10103\20-21**
Ref.: **718 dt. 15-Dec-2020**

Dated : **31-Dec-2020**

Party's Name: **SUP-Venkataramana Stationery & Binding Works**
H.No:1-5-85, General BBazar, Secunderabad
GSTIN/UIN : **36AEJPP5811MZ2**

Particulars		Amount
Electrical GST 18%(P)	*1,200.00*	**₹ 1,416.00**
Input CGST	*108.00*	
Input SGST	*108.00*	

On Account of :
Being purchase of electrical items from Venkataramana Stationery & Binding Works against bill no:718 dt:15.12.2020 PO:73009 dt:15.12.2020

Amount (in words) :
Indian Rupees One Thousand Four Hundred Sixteen Only

for SUP-Venkataramana Stationery & Binding Works

Receiver's Signature

Prepared by: nagapriyanka **Approved by**

Scan ID : 60092

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73009	PO / WO Date.	15/12/20
Supplier Name	Venkataramana stationary & Binding works	PO/WO amount	1,416/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	718	15/12/20	1416/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1416/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86637	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1416/-
Amount E – PO / WO value:	1416/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	PS			[signature]	[signature]	
Date	30/12/2020	31/12			04/01/21		

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. 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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36ACQFS2044C1Z7

Order No 73009 Date 15/12/20

Delivery Challan No Date

Bill No. 718-20-21 Date 21/12/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Thermacol		100	12		1200			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
			Total			1200			
			SUB Total						
			CGST			108			
			SGST			108			
			Grand Total			1416		1416	00

MODI PROPERTIES INWARD No: 72682 Date: 28.12 Sign: Neha

Certified by:

Stores Manager

INWARD
Inward No: 15481 Dt: 22/12/20
8665? Dt: 23/12/20
Received By: Sign:
SUMMIT SALES LLP

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

 17-12-2020 4:08:00 PM

Purchase Order

73009
16.12.20 11:34:54

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**	73009	168216
	Doc Date	15-12-2020	
	Quote No	Nil	
	Quote Date	15-12-2020	
	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	100.00	12.00	0.00	18.00	1,416.00
					Total Order Value . . .	**1,416.00**

Rupees : One Thousand Four Hundred Sixteen 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
Remarks	

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

Name : ______

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	14.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168216
Material required before date:		ID No.	62277

No	Description	Size	Quantity	Units	Inward No	Date
1	INSULATION TAPE		500	NOS		
2	METAL BOX	8M	90	NOS		
3	METAL BOX	6M	400	NOS		
4	THERMOCOL SHEET 73009		100	NOS		
5	PVC ROUND COVERS	6"	100	NOS		
6	PVC ROUND COVERS 73008	3"	300	NOS		
7	PIPES	1.2MM	200	NOS		
8	T.V WIRE		800	MTRS		
9						
10						
11						
12						
13						
14						
15						
16						

Remarks: For stock maintenance and site use

APPROVED 16 DEC 2020 P. PRABHAKAR Sr. MANAGER PURCHASE

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.12.20	Sign. & Date	

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

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Purchase Voucher

10105

No. : **PUR\DEC\10104\20-21**
Ref.: **2384 dt. 21-Dec-2020**

Dated : **31-Dec-2020**

Party's Name: **Sree Sree Enterprises**
8-115,Narasimha Puri Colony,Near Asta Laxmi Arch,
Kothapet

Particulars		Amount
Chemicals GST 18%(P)	*1,694.92*	**₹ 2,000.00**
Input CGST	*152.54*	
Input SGST	*152.54*	

On Account of :
Being purchase of Chemicals from Sree Sree Enterprises against bill no:2384 dt:21.12.2020 PO:71767 dt:31.10.2020

Amount (in words) :
Indian Rupees Two Thousand Only

for SUP-Sree Sree Enterprises

Prepared by ...iyanka Approved by Receiver's Signature

Scan ID:-60094

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	71767	PO / WO Date.	31/10/2020
Supplier Name	Sree Sree Enterprises	PO/WO amount	21000/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2384	21/12/20	21000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21000/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86732	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	21000/-
Amount E – PO / WO value:	21000/-
Amount F – Difference (A – E): GST-18%	21000/- —

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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]			[signature]	[signature]	
Date	30/12/20	31/12			04/01/21		

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. 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

(ORIGINAL FOR RECIPIENT)

Sree Sree Enterprises
3-115, Narasimha Puri Colony
Kothapet, Hyderabad
Godown : 11-5-238/3, HP Road
Moosapet, Hyderabad
9246611819
GSTIN/UIN: 36APXPG7125C1ZS
State Name : Telangana, Code : 36
E-Mail : sreesree819@gmail.com

Invoice No. **2384**	Dated **21-Dec-20**
Delivery Note	Mode/Terms of Payment **Cheque**
Reference No. & Date.	Other References
Buyer's Order No. **71767**	Dated **31-Oct-20**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Self Pickup**	Destination
Terms of Delivery	

Consignee (Ship to)
Summit Sales LLP
Sumit Housing LLP, Behind Kingston PG College,
Cherlapally, Hyderabad, 9618244433
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
Summit Sales LLP
5-4-187/3&4,II Nd Flore,M.G.Road, Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Cebex 112- 20L**	38244090	**2 nos** ✓	1,000.00	847.46	nos		**1,694.92**
	CGST							**152.54**
	SGST							**152.54**
	Total		**2 nos**					**₹ 2,000.00**

INWARD
Inward No: 15485 Dt: 22/12/20
MRN No: 86732 Dt: 24/12/20
Received By:
Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

Amount Chargeable (in words)
INR Two Thousand Only

E. & O.E

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
1,694.92	9%	152.54	9%	152.54	305.08
Total: 1,694.92		152.54		152.54	305.08

Tax Amount (in words) : **INR Three Hundred Five and Eight paise Only**

Company's PAN : **APXPG7125C**

Declaration
Goods once sold cannot be taken back or exchanged.

Company's Bank Details
Bank Name : **INDIAN BANK**
A/c No. : **887170347**
Branch & IFS Code: **Moosapet, Hyderabad & IDIB000M160**

Customer's Seal and Signature

for Sree Sree Enterprises

Authorised Signatory

SREE SREE ENTERPRISES Hyderabad KOTHAPET

SUBJECT TO HYDERABAD JURISDICTION
This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 12132
Date: 23/12
Sign: Neha

Purchase Order

 04-11-2020 4:59:02 PM

71767
30.10.20 4:42:54

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

Supplier Details

Sree Sree Enterprises
8-115, Narasimha Puri Colony, Near Asta Laxmi Arch, Kothapet, Hyderbad, Telangana

GSTIN -

9246611819

Doc No	71767	168088
Doc Date	31-10-2020	
Quote No	Nil	
Quote Date	31-10-2020	
SupplyType	Supply	

Kind Attn : Mr.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	3162 - Chemicals - ACL Plasticizer - NA - Ltrs *Cebex-112*	40.00	50.00	0.00	0.00	2,000.00
	Rupees : Two Thousand Only.				**Total Order Value . . .**	**2,000.00**

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% Advance Payment
Tax	All taxes are included in above prices
Delivery Date	Immidiate
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	Rs.2000/-Vide cheq.no. dtd
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for Stock maintance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*
Authorised Signatory

Name : 06/11/2020

Accepted the above Terms And Conditions
For *Sree Sree Enterprises*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.10.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	168088
Material required before date:		ID No.	61083

No	Description	Size	Quantity	Units	Inward No	Date
1	Measurement tapes 71769	5mtrs	20	nos		
2	Bombay nails	21/2"	20	kgs		
3	Bombay nails	2"	20	kgs		
4	Bombay nails 71768	3"	20	kgs		
5	Plastic gampa		60	nos		
6	Crack fill paste 71770	1 kg	10	nos		
7	Plasticizers 71767	20ltrs	2	cans		
8						

Remarks:FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	28.10.2020	Sign. & Date	

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

APPROVED BY
30 OCT 2020
SOHAM MODI
MANAGING DIRECTOR

Summit Sales LLP (20-21)
M G Road, Ranigunj
Secunderabad
GSTIN/UIN: 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

10106

Purchase Voucher

No. : PUR\DEC\10105\20-21
Ref.: 717 dt. 21-Dec-2020

Dated : 31-Dec-2020

Party's Name: SUP-Venkataramana Stationery & Binding Works
H.No:1-5-85, General BBazar, Secunderabad
GSTIN/UIN : 36AEJPP5811MZ2

Particulars		Amount
Sundry Purchases GST 12%	26,230.00	₹ 36,245.00
Sundry Purchases GST 18%	5,820.00	
Input CGST	2,097.60	
Input SGST	2,097.60	
OIE-Rounded Off	(-)0.20	

On Account of :

Being purchase of stationery items from Venkataramana Stationery & Binding Works against bill no:717 dt:21.12.2020 PO:72995 dt:15.12.2020

Amount (in words) :

Indian Rupees Thirty Six Thousand Two Hundred Forty Five Only

for SUP-Venkataramana Stationery & Binding Works

Prepared by: nagapriyanka

Approved by

Receiver's Signature

Scan ID :- 60097

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/12/2020	Prepared by:	NEHA .C
PO/WO no.	72995	PO / WO Date.	15/12/20
Supplier Name	Venkataramana stationery	PO/WO amount	36,245/–
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	717	21/12/2020	36245/–
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			36,245/–

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86634	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				—
Amount C –Other Debits :				—
Amount D (D=A+B-C) – Amount to be credited to the supplier:				36,245/–
Amount E – PO / WO value:				36,245/–
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	01/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]			[signature]	[signature]	[signature]
Date	31/12/20	31/12			04/01/21		

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. 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: venkatramana.bindingworks@gmail.com

To
M/S. Summit Sales LLP

GSTIN 36 ACQFS2044C1Z7

Order No 72995 Date 21/12/2020

Delivery Challan No Date

Bill No. 717 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 A3		500	5		2500			
3	" " A4		200	5		1000			
4	Marker B. B. R e30		90	15	1350				
5	e D marker B 40 B 30 R 30		100	15	1500				
6	Pen B100 R60		160	3	480				
	Stapler		40	35		1400			
8	Pencil		5	40	200				
9	Scale		10	8		80			
10	Cello tape Broon 3"		12	35		420			
11	" " white 3"		12	35		420			
12	Ledger Paper (green)		5	340	1700				
13									
14									
15									
16									
17									
18									
19									

Certified by:

Stores Manager

INWARD
No: 1268
Date: 23/12
Sign: Nek
MODI PROPERTIES PVT. LTD. SEC'BAD

Rupees..........

INWARD
Inward No: 15489 Dt: 22/12/20
MRN No: 86684 Dt: 22/12/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature & Seal

	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
Total	26230	5820			
SUB Total					
CGST	1573/80	523/80			
SGST	1573/80	523/80			
Grand Total	29377/60	6867/60		36245	20

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

 16-12-2020 15:55:47

Origi

72995
05.12.20 12:14:15

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.	**Doc No**	72995	168209
	Doc Date	15-12-2020	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
27842572 9849360076	**Quote Date**	15-12-2020	
	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*	500.00	5.00	0.00	18.00	2,950.00
3	7529 - Stationery - other - File Folders - NA - nos *A4-Blue*	200.00	5.00	0.00	18.00	1,180.00
4	7544 - Stationery - other - Marker - NA - nos *Blue-Black-Red*	90.00	15.00	0.00	12.00	1,512.00
5	7512 - Stationery - other - CD Marker - NA - nos *Blue-40-Black-30-Red-30*	100.00	15.00	0.00	12.00	1,680.00
6	7560 - Stationery - other - Pen - NA - nos *Blue-100,Red-60*	160.00	3.00	0.00	12.00	537.60
7	7593 - Stationery - other - Stapler - other - nos	40.00	35.00	0.00	18.00	1,652.00
8	7563 - Stationery - other - Pencil - NA - boxes	5.00	40.00	0.00	12.00	224.00
9	7583 - Stationery - other - Scale - NA - nos	10.00	8.00	0.00	18.00	94.40
10	7513 - Stationery - other - Cello Tape - 1 In - nos *Brown tape-3 inch*	12.00	35.00	0.00	18.00	495.60
11	7513 - Stationery - other - Cello Tape - 1 In - nos *White tape-3 inch*	12.00	35.00	0.00	18.00	495.60
12	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	340.00	0.00	12.00	1,904.00
				Total Order Value . . .		**36,245.20**

Rupees : Thirty Six Thousand Two Hundred Fourty Five and Paise Twenty Only.

<u>Terms and Conditions :-</u>

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,9502266233, Mahesh.

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact : -

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

Purchase Order

 16-12-2020 15:55:47

Original / Office Copy / Purchase Div.Copy

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

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Contact - -

Name : ____________________

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168209
Material required before date:		ID No.	62229

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4	100	bdl		
2	File folder	A3	500	nos		
3	File folders-blue	A4	200	nos		
4	Markers	Blue	30	nos		
5	Markers	Black	30	nos		
6	Markers	Red	30	nos		
7	CD marker	Blue	40	nos		
8	CD marker	Black	30	nos		
9	CD marker	Red	30	nos		
10	Ordinary pens	Blue	100	nos		
11	Ordinary pens	Red	60	nos		
12	Stapler	Small	40	nos		
13	Pencil box		5	nos		
14	Scale		10	nos		
15	Brown tape	3"	12	nos		
16	White tape	3"	12	nos		
17	Ledger paper	Green	5	bdl		
18						
19						
20						
21						

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	11.12.2020	Sign. & Date	

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

APPROVED BY
13 DEC 2020
SOHAM MODI
MANAGING DIRECTOR

Requisition Form

Company Name:	SSLLP	Date:	11.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168209
Material required before date:		ID No.	62229

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper	A4	100	bdl		
2	File folder	A3	500	nos		
3	File folders-blue	A4	200	nos		
4	Markers	Blue	30	nos		
5	Markers	Black	30	nos		
6	Markers	Red	30	nos		
7	CD marker	Blue	40	nos		
8	CD marker	Black	30	nos		
9	CD marker	Red	30	nos		
10	Ordinary pens 72995	Blue	100	nos		
11	Ordinary pens	Red	60	nos		
12	Stapler	Small	40	nos		
13	Pencil box		5	nos		
14	Scale		10	nos		
15	Brown tape ✓ 12 +18%		12	nos		
16	White tape — 350+ 35	3"	12	nos		
17	Ledger paper ✓	3"	12	nos		
18		Green	5	bdl		
19						
20						
21						

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	APPROVED
Sign.& Date	11.12.2020	Sign. & Date	15 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT

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