

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

Purchase Voucher

No. : **PURIJAN10024120-21**
Ref.: **PS/20-21/701 dt. 1-Jan-2021**

Dated : 15-Jan-2021

Party's Name: **Praful Sanitary**
3-6-138/5, Himayat Nagar
Hyderabbad
GSTIN/UIN : **36ACWPG4864A1ZG**

Particulars		Amount
Chemicals GST 18%(P)	4,830.00	₹ 5,699.00
Input CGST	434.70	
Input SGST	434.70	
OIE-Rounded Off	(-)0.40	

On Account of :

Being amount credited to Praful Sanitary towards purchase of chemicals against invoice no:- PS/20-21/701 dt:-01.01.2021 po no:-73315 dt:-28.12.2020

Amount (in words) :

Indian Rupees Five Thousand Six Hundred Ninety Nine Only

for SUP-Praful Sanitary

Prepared by: bhavani

Approved by

Receiver's Signature

Scan ID: 61044

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06/01/2021		Prepared by: Neha	
PO/WO no. 73315		PO / WO Date. 28/12/2020	
Supplier Name Praful Sanitary		PO/WO amount 5699/-	
Firm/Company SELLUP		Project SHIP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	701	01/01/2021	5699/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5699/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.			87149 ☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits :_Transportation charges			
Amount C –Other Debits :			5699/-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5699/-
Amount E – PO / WO value:			5699/-
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		11/01/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	06/01/2021	08/1/21	09 JAN 2021
		MINISH PARIKH MANAGER PROCUREMENT	MD
		Accounts – receiver of bill	Accounts Manager
		12/1/21	

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. 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/-

Generated Invoice

Certified by:

Stores Manager

Purchase Order



73315

23.12.20 11:33:23

Page(s) 1 Of 1

28-12-2020 14:32:52

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

Supplier Details

Praful Sanitary
3-6-138/5, Himayat Nagar, Hyderabad.

GSTIN 36ACWPG864A1ZG
65526886.

40077300

9849624797

Doc No	73315	168243
Doc Date	28-12-2020	
Quote No	Nil	
Quote Date	28-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3134 - Chemicals - Tile Grout - 1kg - pkts silk -70 white 70 nos	140.00	34.50	0.00	18.00	5,699.40
Total Order Value . . .					5,699.40
Rupees : Five Thousand Six Hundred Ninty Nine and Paise Fourty Only.					

Terms and Conditions :-**Specification / Brand** All items shall be of 'Laticrete' brand.**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 is for Stock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:	23.12.20	
Site & Phase :		Summit housing llp		Time:	11.00	
Supplier				Req. No.	168243	
Material required before date:				ID No.	62560	
No	Description	Size	Quantity	Units	Inward No	Date
1	FISHER PLUG	5MM	50	NOS		
2	FISHER PLUG	6MM	50	NOS		
3	BOMBAY NAILS	2 1/2"	50	KGS		
4	TILE GROUT	SILK	70	KGS		
5	TILE GROUT	WHITE	70	KGS		
6						
7						
8						
9						
10						
Remarks: Stock maintenance and site use						
Prepared By		SOWMYA		Approved by		
Sign. & Date		23.12.20		Sign. & Date		

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

APPROVED BY
26 DEC 2020
SOHAM MCDI
MANAGING DIRECTOR

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

Purchase Voucher

Dated : 15-Jan-2021

No. : PURJAN10025\20-21
Ref.: 982 dt. 2-Jan-2021

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

Particulars	Amount
Sundry Purchases GST 18%	3,500.00
Input CGST	315.00
Input SGST	315.00
	₹ 4,130.00
On Account of : Being amount credited to Akshaya Traders towards purchase of sponges against invoice no:-982 dt:-02.01.2021 po no:-72991 dt:-15.12.2020 Amount (in words) : Indian Rupees Four Thousand One Hundred Thirty Only	

for SUP-Akshaya Traders

Scan 310; 61046

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/1/21		Prepared by: D.SOWMYA	
PO/WO no. 72991		PO / WO Date. 15/12/20.	
Supplier Name Akshaya Traders.		PO/WO amount 4,130	
Firm/Company SSK		Project Shilp.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	982	2/1/21	4,130
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130.
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			87125 ☐ 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:			4,130
Amount E – PO / WO value:			4,130
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		9.1.2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	6/1/21	8/1/21	08 JAN 2021
		MINISH PARIKH	
			Accounts – receiver of bill
			Accountant
			Accounts Manager

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.

Invoice No.

982

GSTIN : 36BFYPA0121A1Z3

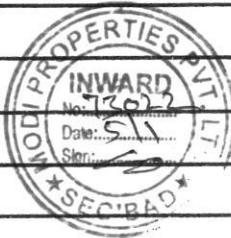
Date: 02/01/2021

Name: Summit Sales LLP GSTIN: 36ALPS2044C1Z7

Address: P.O.No. 72991

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									



Certified by:

Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD	
Inward No: 15550	Dt: 4/01/21
SRN No: 87125	Dt: 4/01/21
Received By:	Sign:
SUMMIT SALES LLP	

Total Amount	3500/-
Add CGST 9%	315
Add SGST 9%	630
Total GST	630
Total Amount	4130

Rupees in Words:

Receiver's
Signature

For Akshaya Traders

Proprietor

Purchase Order

Page(s) 1 Of 1

15-12-2020 15:54:24

Ori



72991

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			
Akshaya Traders 6-4-392/1, New Bholakpur, Secunderbad GSTIN 36BFYPA0121A1Z3 9381004542 9959611144	Doc No	72991	168208
	Doc Date	15-12-2020	
	Quote No	Nil	
	Quote Date	15-12-2020	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
Total Order Value . . .					4,130.00
Rupees : Four Thousand One Hundred Thirty Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
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 right items not confirming to qty & specs. Breakage in your account. Above order for Stock maintain purpose
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

15/12/2020

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Name : _____

Date : __/__/__

Contact : -

Requisition Form

Company Name:		SSLLP		Date:		11.12.20	
Site & Phase :		SHLLP		Time:		11.00	
Supplier				Req. No.		168208	
Material required before date:				ID No.		62228	

No	Description	Size	Quantity	Units	Inward No	Date
1	Labour helmets	Male	100	nos		
2	White helmets		50	nos		
3	Teflon tape		500	nos		
4	Odonil		24	nos		
5	Acid		60	nos		
6	Room freshner		24	nos		
7	Bombay brooms	Big	50	nos		
8	Coconut brooms		100	nos		
9	Dettol liquid		12	nos		
10	Dust bin		12	nos		
11	Dust pan		12	nos		
12	Sponges		500	nos		
13	Mopping stick		30	nos		
14	Pvc bucket with mug		10	nos		
15	Cleaning cloth		120	nos		
16	Mopping cloth		120	nos		
17	Phenoyl		40	nos		
18	Scrubber		24	nos		
19	Lizol		48	nos		
20	Harpic		48	nos		
21	First aid kit		5	nos		

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
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

Purchase Voucher

10025
No. : PUR/JAN/10025/20-21
Ref.: 776 dt. 5-Jan-2021

Dated : 16-Jan-2021

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

Particulars		Amount
PROMORD-Print Media -18%(P)	4,875.00	₹ 5,753.00
Input CGST	438.75	
Input SGST	438.75	
OIE-Rounded Off	0.50	
On Account of :		
Being amount credited to Venkataramana Stationery & Binding Works towards purchase of desk calender against invoice no:-776 dt:-05.01.2021 po no:-73496 dt:-04.01.2021		
Amount (in words) :		
Indian Rupees Five Thousand Seven Hundred Fifty Three Only		

for SUP-Venkataramana Stationery & Binding Works

Prepared by: bhavani

Approved by

Receiver's Signature

Stamp:- 61440

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/01/2021	Prepared by:	D.SOWMYA																									
PO/WO no.	73496	PO / WO Date.	04/01/2021																									
Supplier Name	venkataramana stationery	PO/WO amount	5,752.5																									
Firm/Company	SSUP	Project	Head office																									
Sl. No.	Bill No.	Bill Date	Bill amount																									
1	776	04/01/21	5752.51-																									
2																												
3																												
4																												
Amount A – Bills total(Excluding Transport & Hamali Charges):			5752.51-																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																								
1.				☐ 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:			5752.51-																									
Amount E – PO / WO value:			5752.51-																									
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		16.1.2021																										
Remarks:																												
<table border="1"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> </tr> <tr> <td>Date</td> <td>12/01/21</td> <td>12/1</td> <td>12 JAN 2021</td> <td></td> <td>15/1/21</td> <td></td> <td></td> </tr> </table>					Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>		Date	12/01/21	12/1	12 JAN 2021		15/1/21		
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager																					
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>																						
Date	12/01/21	12/1	12 JAN 2021		15/1/21																							

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. 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

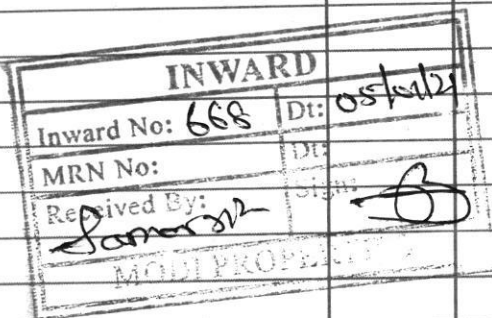
VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.comTo
M/S. Summit Sales UtOrder No 73496/1682 Date 4/1/21

Delivery Challan No _____ Date _____

Bill No. 776-20-21 Date 5/1/21GSTIN 36AEQPS2046C127

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Desk calendar		65	75/-		4875			
2									
3									
4									
5									
6									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									



Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

4875

438.75

438.75

5752.5

5752 50

Receiver's Signature & Seal



GSTIN: 36AEJPP5811M122

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

04-01-2021 11:36:52

Origins



73496

31.12.20 3:26:35

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	73496	16792
	Doc Date	04-01-2021	
	Quote No	Nil	
	Quote Date	04-01-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7520 - Stationery - other - Desk Calender - NA - nos Table calender	65.00	75.00	0.00	18.00	5,752.50
Total Order Value . . .					5,752.50

Rupees : Five Thousand Seven Hundred Fifty Two and Paise Fifty Only.

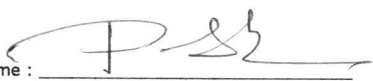
Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation	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 order for Head Office.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : _____

Date : __/__/__

Contact :-

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:		02.01.2021	
Site & Phase :		Head Office		Time:		02:52 pm	
				Req. No.		16792	
Material required before date:					ID No.		62780
No	Description	Size	Quantity	Units	Inward No	Date	
01	Table Calendar		65	No's			
Remarks: For Office use –							
Prepared By		Jai Kumar		Approved by			
Sign.& Date		02.01.2021		Sign.& Date			

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