Form for closure of purchase order Scan Id 89425

Data required from site/engineers:			
PO no.:	81280	PO date:	4/10/21
Req. no.:	169061	Req. date:	30/9/21
Material received	☑ Part □ Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☑ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No
Remarks by engineer:	Partly Recived Po to closed		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
[signature]	[signature]	4/3			

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO ☑ Yes for part of PO □ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	Part bill received for Rs 2,26,306/-

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
D. Lan[signature]	[signature]	5/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	☑ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	☑ Yes □ No – certified copy received from accounts.
Original bill available	☑ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes ☑ No
Advice for credit to supplier	□ Prepared for entire PO ☑ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	Partly Recived Po to closed

Prepared by	Sign	Date	Purchase manager	Sign	Date
[signature]	[signature]	4/3		nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

PO - closed
5/3/22

P

PURCHASE DIVISION

Advice for approval for credit to supplier

20/10

Date:	20/10/21	Prepared by:	[illegible]
PO/WO no.	81280	PO / WO Date.	4/10/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	2,55,246/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	118	18/10/21	2,26,306/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,22,412/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	97980	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B – Other Credits : Transportation charges 3300/- + 18%	3,894/-
Amount C – Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,26,306/-
Amount E – PO / WO value:	2,55,246/-
Amount F – Difference (A – E): GST-18%	28,940/-

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 1,27,600/-
Payment – due date	29/10/21
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:				APPROVED BY 28 OCT 2021 SOHAM MODI MANAGING DIRECTOR			
Date			22/10/2021				

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

SRI BALAJI ENTERPRISES
14-1-418, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana

Invoice No. 118	Date 18-10-2021
Place of Supply 36-Telangana	PO date 04-10-2021
PO number 81280	Vehicle Number TS12UB-2008

Bill To

SUMMIT SALES LLP

5-4-187/3& 4, 2 nd Floor,
MG Road, Secunderabad - 03

Contact No.: 9502277299

GSTIN Number: 36ACQFS2044C1Z7

State: 36-Telangana

Ship To

SUMMIT HOUSING LLP
Cherlapally Behind Kingston PG College
pin cod -500051 (R.R. DSTI)

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	WPC DOOR FRAMES 2+2 (5X2.5)	3925	7 FIT X 4 FIT	8	NOS	₹ 4,400.00	₹ 6,336.00 (18.0%)	₹ 41,536.00
2	WPC Door Frame(2+1)4x2.50	3925	7 FIT X 3.50 FIT	15	NOS	₹ 2,904.00	₹ 7,840.80 (18.0%)	₹ 51,400.80
3	WPC Door Frame(2+2)4x2.50	3925	7 FIT X 3.50	10	NOS	₹ 3,465.00	₹ 6,237.00 (18.0%)	₹ 40,887.00
4	WPC Door Frame(2+1)4x2.50	3925	7 FIT X 3 FIT	15	NOS	₹ 2,805.00	₹ 7,573.50 (18.0%)	₹ 49,648.50
5	WPC Door Frame(2+2)4x2.50	3925	7 FIT X 3 FIT	10	NOS	₹ 3,300.00	₹ 5,940.00 (18.0%)	₹ 38,940.00
6	CARTAGE			1	-	₹ 3,300.00	₹ 594.00 (18.0%)	₹ 3,894.00
	Total			59			₹ 34,521.30	₹ 2,26,306.30

Invoice Amount In Words

Two Lakh Twenty Six Thousand Three Hundred and Six Rupees only

Amounts:

Sub Total	₹ 2,26,306.30
Round off	- ₹ 0.30
Total	**₹ 2,26,306.00**
Received	₹ 0.00
Balance	₹ 2,26,306.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 3,300.00	9.0%	₹ 297.00	9.0%	₹ 297.00	₹ 594.00
925	₹ 1,88,485.00	9.0%	₹ 16,963.65	9.0%	₹ 16,963.65	₹ 33,927.30
Total	₹ 1,91,785.00		₹ 17,260.65		₹ 17,260.65	₹ 34,521.30

INWARD
ward No: 17120 Dt: 19/10/21
RN No: 97980 Dt: 19/10/21
ceived By: Sign:
SUMMIT SALES LLP

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder's Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST. INWARD No: 8226 Date: 20/10/21 Sign:

Terms and conditions:

Thanks for doing business with us!

e-Way Bill

1. E-WAY BILL Details

eWay Bill No: **1813 9016 0812** Generated Date:18/10/2021 10:24 PM Generated By: 36AEI PJ049 4H1ZF Valid Upto: 19/10/2021

Mode: Road Approx Distance: 23km

Type: Outward - Supply Document Details: Tax Invoice - 118 - 18/10/2021 Transaction type: Regular

2. Address Details

From

GSTIN : 36AEI PJ049 4H1ZF
SRI BALAJI ENTERPRISES
TELANGANA

:: Dispatch From ::
14-1-418 GROUND FLOOR
NEW AGAPURAHYDERABAD
Hyderabad,TELANGANA-500001

To

GSTIN : 36ACQ FS204 4C1Z7
SUMMIT SALES LLP
TELANGANA

:: Ship To ::
SUMMIT HOUSING LLP
BEHIND KINGSTON PG COLLEGE
CHERLAPALLY,TELANGANA-500051

3. Goods Details

HSN Code	Product Name & Desc.	Quantity	Taxable Amount Rs.	Tax Rate (C+S+I+Cess+Cess Non.Advol)
3925	WPC DOOR & FRAMES	1595.00 NOS	191785.00	9.000+9.000+NE+0.000+0.00

Tot. Tax'ble Amt ` 191785.00 CGST Amt ` 17260.65 SGST Amt ` 17260.65 IGST Amt `0.00 CESS Amt `0.00 CESS Non.Advol Amt `0.00

Other Amt `0.00 Total Inv.Amt ` 226306.30

4. Transportation Details

Transporter ID & Name : RANDHIR

Transporter Doc. No & Date : & 18/10/2021

5. Vehicle Details

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	TS12UB2008	Hyderabad	18/10/2021 10:24 PM	36AEIPJ0494H1ZF	-	-

181390160812

Purchase Order

 06-Oct-21 11:47:53 AM

Or 81280
30.09.21 4:25:50

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	81280	169061
Doc Date	04-10-2021	
Quote No	Nil	
Quote Date	04-10-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2384 - Carpentry - other - WPC -2+2 - 7 ft x 3 ft 6 in - Nos	10.00	4,240.00	0.00	18.00	50,032.00
2	2387 - Carpentry - other - WPC 2+1 - 7 ft 3 inx 3 ft - Nos	15.00	2,904.00	0.00	18.00	51,400.80
3	2388 - Carpentry - other - WPC - 2+2 - 7 ft x 3 ft - Nos	10.00	3,300.00	0.00	18.00	38,940.00
4	2389 - Carpentry - other - WPC - 2+1 - 7 ft 3 inx 2 ft 6in - Nos	15.00	2,838.00	0.00	18.00	50,232.60
5	2390 - Carpentry - other - WPS - 2+2 - 7 ft x 2 ft 6in - Nos	10.00	3,168.00	0.00	18.00	37,382.40
6	2418 - Carpentry - other - WPC Door Frame with thresold (2+2) - 5 ft X 2 ft - Nos	10.00	2,310.00	0.00	18.00	27,258.00

Rupees : Two Lakh(s) Fifty Five Thousand Two Hundred Fourty Five and Paise Eighty Only.   **Total Order Value . . .** **255,245.80**

Terms and Conditions :-

Specification / Brand All items shall be of WPC door frames, Main door frames Section size 5"x2 1/2", internal door section size 4"x 2 1/2", Rs 200 Per rft main door and Rs 165 per rft internal door frame, NO making charges, making is our responsibility.

Payment Terms 50% advance balance after delivery

Tax Included in the above prices

Delivery Date With in 5 days

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation Cost Extra as per actuals

Warranty Nil

Advance Paid Rs. 1,27,600-00, by cheque............

Other Terms We reserve the rights to reject the items if not as per the specifications, above order for Stock replanish , purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Logs will be supplied by supplier standerd log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3' fitting will be ous responsibility,

TPT-3894

118
18/10/14 - 2,26,306

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name :

Date : _/_/__

1258

Requisition Form

[Com]pany Name:	SUMMIT SALES LLP	Date:	30-09-2021
[Si]te & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169061
Material required before date:		ID No.	69855

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Door Frames+Threshold	7'x3'6"	10	Nos		
2	Door Frames-Threshold-Bedroom	7'3"x3'	15	Nos		
3	Door Frames+Threshold-Bedroom	7'x3'	10	Nos		
4	Door Frames-Threshold-Bathroom	7'3"x2'6"	15	Nos		
5	Door Frames+Threshold-Bathroom	7'x2'6"	10	Nos		
6	Door Frames+Threshold-Duct	5'x2'	10	Nos		

8280

[Rem]arks:For Replenishing Stock Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	30-09-2021	Sign. & Date	30 SEP 2021 SOHAM MODI MANAGING DIRECTOR

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