(6)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/03/22	Prepared by	Vanajakshi	Serial no.	. . 2492
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	22/02/22	PO/WO No.	85802	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	200	24/03/22	6,490/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,490/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	105354	Proof of delivery matches MRN	☑ 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:	6,490/-
Amount E – PO / WO value:	50,934/-
Amount F – Difference (A – E):	44,444/-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	28/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Prabhakar			
Sign:	[signature]	[signature] APPROVED			
Date	25/03/22	25 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

PRABHAKAR MANAGER-PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. **200** — Date **24-03-2022** Place of supply **36-Telangana** — PO date **22-02-2022** PO number **85802** — Vehicle Number **TS12UC-8002**
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	Quantity	Unit	Price/ Unit	GST	Amount
1	DOOR STOPPER -NA	8302	50	NOS	₹ 110.00	₹ 990.00 (18%)	₹ 6,490.00
	Total		**50**			**₹ 990.00**	**₹ 6,490.00**

Invoice Amount In Words

Six Thousand Four Hundred Ninety Rupees only

Amounts:

Sub Total	₹ 6,490.00
Total	**₹ 6,490.00**
Received	₹ 0.00
Balance	₹ 6,490.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 5,500.00	9%	₹ 495.00	9%	₹ 495.00	₹ 990.00
Total	**₹ 5,500.00**		**₹ 495.00**		**₹ 495.00**	**₹ 990.00**

Terms and conditions:

GOODS ONCE SOLD WILL NOT BE TAKEN BACK
SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD
Inward No: 17936 Dt: 25/3/22
MRN No: 105354 Dt: 25/3/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 92663
Date: 25/3
Sign:
R.R. DIST.

Purchase Order

 23-02-2022 15:02:11

85802
14.02.22 2:36:58

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	**Doc No**	85802	169494
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	22-02-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	22-02-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

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	4,610.00	45.00	18.00	23,935.12
2	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	80.00	395.00	45.00	18.00	20,508.40
3	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	110.00	0.00	18.00	6,490.00
					Total Order Value . . .	**50,933.52**

Rupees : Fifty Thousand Nine Hundred Thirty Three and Paise Fifty Two Only.

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Terms and Conditions :-

Specification / Brand	Hardware is Dorset
Payment Terms	50% advance balanceafter delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs. 25,000-00, by RTGS/NEFT, dated..........
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock revision, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email'

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
2.	191	1/3/22	47,299/-
3.	200	24/03/22	6,490/-
4.			
5.			

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169494
Material required before date:		ID No.	74068

No	Description	Size	Quantity	Units	Inward No	Date
1	Mortise lock		8	Nos		
2	SS hinges		80	Nos		
3	Magnetic door stopper		50	Nos		
4	Non-WPC panel door	38"x80"	10	Nos		

8580
8580

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.02..2022	Sign. & Date	22 FEB 2022

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

SOHAM MODI
MANAGING DIRECTOR