(E)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/03/22	Prepared by	Ramya	Serial no.	2494
Supplier name	Sri balaji Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	25/02/22	PO/WO No.	85933	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	202	24/03/22	37,019/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,019/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	105352	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:	37,019/-
Amount E – PO / WO value:	60,954.08/-
Amount F – Difference (A – E):	23,935/-
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:	Part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya.	APPROVED Prabhakar			
Sign:	[signature]	26 MAR 2022 [signature]			
Date	28/03/22	P. PRABHAKAR Sr. MANAGER PURCHASE			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

OFFICS

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. **202**	Date **24-03-2022**
	Place of supply **36-Telangana**	PO date **25-02-2022**
	PO number **85933**	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	Size	Quantity	Unit	Price/ Unit	Discount	GST	Amount
1	ETTO SS CYLINDRICAL LOCK	8301	24x1	24	NOS	₹ 1,060.00	₹ 11,448.00 (45%)	₹ 2,518.56 (18%)	₹ 16,510.56
2	SS HINGES HG 1151	8302	40X2	80	NOS	₹ 395.00	₹ 14,220.00 (45%)	₹ 3,128.40 (18%)	₹ 20,508.40
	Total			**104**			**₹ 25,668.00**	**₹ 5,646.96**	**₹ 37,018.96**

Invoice Amount In Words

Thirty Seven Thousand Nineteen Rupees only

Amounts:

Sub Total	₹ 37,018.96
Round off	₹ 0.04
Total	**₹ 37,019.00**
Received	₹ 0.00
Balance	₹ 37,019.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 13,992.00	9%	₹ 1,259.28	9%	₹ 1,259.28	₹ 2,518.56
8302	₹ 17,380.00	9%	₹ 1,564.20	9%	₹ 1,564.20	₹ 3,128.40
Total	**₹ 31,372.00**		**₹ 2,823.48**		**₹ 2,823.48**	**₹ 5,646.96**

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: 17934 Dt: 25/3/22
MRN No: 105352 Dt: 25/3/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 92665
Date: 25/3
Sign:

 25-02-2022 17:26:51

Purchase Order

85933
14.02.22 3:00:03

v.Copy

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	85933	169513
Doc Date	25-02-2022	
Quote No	Nil	
Quote Date	25-02-2022	
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	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	24.00	1,060.00	45.00	18.00	16,510.56
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	80.00	395.00	45.00	18.00	20,508.40

Rupees : Sixty Thousand Nine Hundred Fifty Four and Paise Eight Only. **Total Order Value . . .** **60,954.08**

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. 30,000-00, 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.'

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	202	24/03/22	37,019/-
2.			
3.			
4.			
5.			

FOR MDs APPROVAL
☐ Rates/quantity beyond limits.
☑ Po/Rate revision post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

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:	23.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169513
Material required before date:		ID No.	74155

No	Description	Size	Quantity	Units	Inward No	Date
1	Mortise lock	85933	8	Nos		
2	Cylindrical lock		24	Nos		
3	SS Hinges per 1 piece	85934	80	Nos		
4	Non WPC-Panel door-internal main door	857 38"x80"	10	Nos		
Remarks: For Stock Repleneshing purpose						
Prepared By	N.Vanajakshi	Approved by				
Sign.& Date	23.02..2022	Sign. & Date				

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

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR