PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/04/22	Prepared by	Vanajakshi	Serial no.	3002
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/3/22	PO/WO No.	86391	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2	8/04/22	26,078/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,078/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	105923	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:	26,078/-
Amount E – PO / WO value:	1,70,450/-
Amount F – Difference (A – E):	144372
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	18/04/22
Remarks:	Part Bill (standard size Calculated)

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	[signature] APPROVED			
Sign:	[signature]	[signature]			
Date	9/4/22	09 APR 2022 P. PRABHAKAR 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 docs 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. **2**	Date **08-04-2022**
Place of supply **36-Telangana**	PO date **14-03-2022**
PO number **86391**	Vehicle Number **TS10UA-9758**

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	FLUSH DOOR 30MM (72X26 STD SIZE)	4418	60X24	20	NOS	₹ 1,105.00	₹ 3,978.00 (18%)	₹ 26,078.00
	Total			**20**			**₹ 3,978.00**	**₹ 26,078.00**

Invoice Amount In Words

Twenty Six Thousand Seventy Eight Rupees only

Amounts:

Sub Total	₹ 26,078.00
Total	**₹ 26,078.00**
Received	₹ 0.00
Balance	₹ 26,078.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
4418	₹ 22,100.00	9%	₹ 1,989.00	9%	₹ 1,989.00	₹ 3,978.00
Total	**₹ 22,100.00**		**₹ 1,989.00**		**₹ 1,989.00**	**₹ 3,978.00**

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

UPI SCAN TO PAY

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: KIRAN DEVI JOSHI

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

9246364748

INWARD
Inward No: 18003 Dt: 8/4/22
MRN No: 105923 Dt: 9/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93129
Date: 9/4
Sign:

Purchase Order

 14-03-2022 16:18:57

86391
28.02.22 2:52:29

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**	86391	169552
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	14-03-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	14-03-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2007 - Carpentry - doors - Flush Door - 30mm - other - sft 60"x24"- 20 nos	200.00	85.00	0.00	0.00	17,000.00
2	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	12.00	4,610.00	45.00	18.00	35,902.68
3	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	72.00	1,060.00	45.00	18.00	49,531.68
4	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	240.00	395.00	45.00	18.00	61,525.20
5	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	110.00	0.00	18.00	6,490.00
					Total Order Value . . .	**170,449.56**

Rupees : One Lakh(s) Seventy Thousand Four Hundred Fourty Nine and Paise Fifty Six Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	201	24/3/22	1,20,143
2.	2	8/4/22	26,078/-
3.			
4.			
5.			

APPROVED
18 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL Bal Amount: 24,229/

- High Value/quantity beyond limits.
- Pc/Rev price post approval.
- Approved for technical details/clarification
- Replenishing Cut-off stock

Terms and Conditions :-

Specification / Brand	Flush door size will be as mentioned with partical board filling with mango wood frame
Payment Terms	After delivery
Tax	GST included
Delivery Date	With 5 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 85,000-00, by cheque.................
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for stock replanish 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 *Summit Sales LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		Date:	11.03.2022
Site & Phase :	SHLLP		Time:	10:57
Supplier			Req.No.	169552
Material required before date:			ID No.	74622

No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC-Panel door -Internal bedroom	32"x82"	40	Nos		
2	Non WPC-Panel door	26"x82"	30	Nos		
3	Non WPC-Panel door -Internal bathroom	26"x80"	30	Nos		
4	Flush door	5'x2'	20	Nos		
5	Mortise lock		12	Nos		
6	Cylindrical lock		72	Nos		
7	SS Hinges		240	Nos		
8	Mangnetic door stopper		50	Nos		

Remarks: For Stock Replenish purpose

Prepared By	Vanajakshi	Approved by	
Sign.& Date	11.03..2022	Sign. & Date	

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