PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/11/22	Prepared by	Minish	Serial no.	10110
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	26/09/22	PO/WO No.	92299	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	50	24/09/22	63,437/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	63,437/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 112473.	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:	63,437/-
Amount E – PO / WO value:	63,401/-
Amount F – Difference (A – E):	36/-
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	14/11/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
04 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

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. **50**	Date **27-09-2022**
	Place of Supply **36-Telangana**	PO date **26-09-2022**
	PO number **92299**	Vehicle Number **TS12UC8002**

Bill To	Ship 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	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	Masonite 2 pnl door (80x26)	4418	80X26	30	NOS	₹ 1,792.00	₹ 9,676.80 (18.0%)	₹ 63,436.80
	Total			**30**			**₹ 9,676.80**	**₹ 63,436.80**

Invoice Amount In Words

Sixty Three Thousand Four Hundred and Thirty Seven Rupees only

Amounts:

Sub Total	₹ 63,436.80
Round off	₹ 0.20
Total	**₹ 63,437.00**
Received	₹ 0.00
Balance	₹ 63,437.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
4418	₹ 53,760.00	9.0%	₹ 4,838.40	9.0%	₹ 4,838.40	₹ 9,676.80
Total	**₹ 53,760.00**		**₹ 4,838.40**		**₹ 4,838.40**	**₹ 9,676.80**

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder's Name: KIRAN DEVI JOSHI

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

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD
Inward No.: 18750 Dt: 24/9/22
MRN No.: 112473 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 106982
Date: 3/11/22
Sign:

Purchase Order

 26-09-2022 1:30:55 PM

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

92299
16.09.22 3:01:07

Supplier Details			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	Doc No	92299	170239
	Doc Date	26-09-2022	
GSTIN 36AEIPJ0494H1ZF	Quote No	nil	
	Quote Date	24-09-2022	
9030605690	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	331500 - DOOR-Doors - Panel door-2Panel - - 675Wx2025Hmmx32mm - Nos	30.00	1,791.00	0.00	18.00	63,401.40
					Total Order Value . . .	**63,401.40**

Rupees : Sixty Three Thousand Four Hundred One and Paise Fourty Only.

Terms and Conditions :-

Specification /	Flush door size will be as mentioned with partical board filling with mango wood frame. Rate per sft in Rs:124+18% GST
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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for4545 ground floor bathroom 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

APPROVED BY
26 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Date : __/__/____

88288

Requisition Form						
Company Name:	SSLLP	Date:	24.09.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170239			
Material required before date:		ID No.	80006			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR3315-Doors-Panel door-2Panel --675Wx2025HMMx32MM-Nos 26x80	30		30		
2						
3						
4	92299.					
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replanish purpose. 129414/-					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.Ramya					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
24 SEP 2022
P. PRABHAKAR
MANAGER PURCHASE