

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		08/03/23		Prepared by	Minish	Serial no.	15566
Supplier name		Sri Balaji Enterprises				HO inward no.	
Firm/Company		SSUP		Project	SHUP	HO received date	
PO/WO date		21/02/23		PO/WO No.	97364	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	62		03/03/23		1,25,883/-	☒ Yes ☐ No	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						1,24,113/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	118094				Proof of delivery matches MRN	☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges						1500+98/-	
Amount C – Other Debits :						1,770	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						1,25,883/-	
Amount E – PO / WO value:						1,19,985/-	
Amount F – Difference (A – E):						4,128/-	
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				13/03/23			
Remarks: And Bill							
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager		
Name:							
Sign:							
Date							
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.

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. 62	Date 03-03-2023
	Place of supply 36-Telangana	PO date 21-02-2023
	PO number 97364	Transport Name RANDHIR
	Vehicle Number TS07UH0028	
	Ship To SUMMIT HOUSING LLP Cherlapally Behind Kingston PG College pin cod -500051 (R.R. DSTI)	
Bill To SUMMIT SALES LLP 5-4-187/3& 4, 2 nd Floor, MG Road, Secunderabad - 03 Contact No. : 9502277299 GSTIN : 36ACQFS2044C1Z7 State: 36-Telangana		

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	Discount	GST	Amount
1	ETTO SS CYLINDRICAL LOCK	8301	96	NOS	₹ 1,060.00	₹ 45,792.00 (45%)	₹ 10,074.24 (18%)	₹ 66,042.24
2	SS HINGES HG 1151	8302	200	NOS	₹ 395.00	₹ 35,550.00 (45%)	₹ 7,821.00 (18%)	₹ 51,271.00
3	DOOR STOPPER -NA	8302	50	NOS	₹ 115.25	₹ 0.00 (0%)	₹ 1,037.25 (18%)	₹ 6,799.75
4	CARTAGE	4418	1	-	₹ 1,500.00	₹ 0.00 (0%)	₹ 270.00 (18%)	₹ 1,770.00
	Total		347			₹ 81,342.00	₹ 19,202.49	₹ 1,25,882.99

Invoice Amount In Words

One Lakh Twenty Five Thousand Eight Hundred Eighty Three Rupees only

Amounts:

Sub Total	₹ 1,25,882.99
Round off	₹ 0.01
Total	₹ 1,25,883.00
Received	₹ 0.00
Balance	₹ 1,25,883.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
4418	₹ 1,500.00	9%	₹ 135.00	9%	₹ 135.00	₹ 270.00
8301	₹ 55,968.00	9%	₹ 5,037.12	9%	₹ 5,037.12	₹ 10,074.24
8302	₹ 49,212.50	9%	₹ 4,429.13	9%	₹ 4,429.13	₹ 8,858.25
Total	₹ 1,06,680.50		₹ 9,601.25		₹ 9,601.25	₹ 19,202.49

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

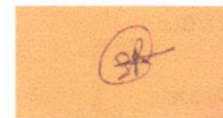
Account holder's name : KIRAN DEVI JOSHI



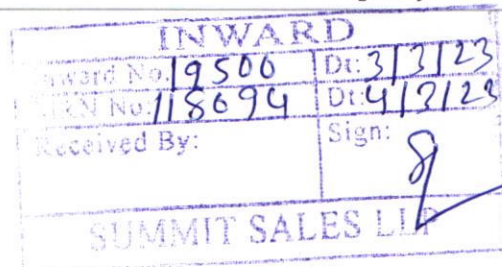
LIPi SCAN TO PAY



For, : SRI BALAJI ENTERPRISES



Authorized Signatory



Tax Invoice

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				PO number 97364		Transport Name RANDHIR	
				Vehicle Number TS07UH0028			
Bill To SUMMIT SALES LLP 5-4-187/3& 4, 2 nd Floor, MG Road, Secunderabad - 03 Contact No. : 9502277299 GSTIN : 36ACQFS2044C1Z7 State: 36-Telangana				Ship To SUMMIT HOUSING LLP Cherlapally Behind Kingston PG College pin cod -500051 (R.R. DSTI)			

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Total			347			₹ 81,342.00	₹ 19,202.49	₹ 1,25,882.99

Invoice Amount In Words One Lakh Twenty Five Thousand Eight Hundred Eighty Three Rupees only		Amounts: Sub Total ₹ 1,25,882.99 Round off ₹ 0.01 Total ₹ 1,25,883.00 Received ₹ 0.00 Balance ₹ 1,25,883.00	
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
4418	₹ 1,500.00	9%	₹ 135.00	9%	₹ 135.00	₹ 270.00
8301	₹ 55,968.00	9%	₹ 5,037.12	9%	₹ 5,037.12	₹ 10,074.24
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Total	₹ 1,06,680.50		₹ 9,601.25		₹ 9,601.25	₹ 19,202.49

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's name : KIRAN DEVI JOSHI	
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INWARD

Inward No: 19500 Dt: 3/3/23

IRN No: 118094 Dt: 4/3/23

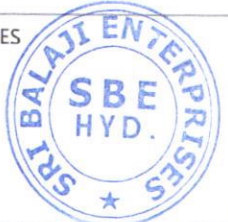
Received By: Sign: *Suj*

SUMMIT SALES LLP

For, : SRI BALAJI ENTERPRISES



Authorized Signatory





Purchase Order

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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	97364	170868
Doc Date	21-02-2023	
Quote No	Nil	
Quote Date	15-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	90.00	1,060.00	45.00	18.00	61,914.60
2 205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos	200.00	395.00	45.00	18.00	51,271.00
3 647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos	50.00	115.25	0.00	18.00	6,799.75

Total Order Value . . . 119,985.35

Rupees : One Lakh(s) Nineteen Thousand Nine Hundred Eighty Five and Paise Thirty Five Only.

Terms and Conditions :-

Specification / All items shall be of dorset brand/company

Payment Terms After delivery

Tax Included in the above prices

Delivery Date With in 4-5 days

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

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, Above order is for Stock replenishing purpose.

Completion Date Nil

Measurment Including making charges.

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**

Date : _/ _/ _

Estimate/Draft PO



97364

py

08.02.23 3:48:30

Page(s) 1 Of 1

22-02-2023 11:37:33

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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	97364	170868
Doc Date	21-02-2023	
Quote No	Nil	
Quote Date	15-02-2023	
SupplyType	Supply	

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Completion Date Nil

Measurment Including making charges.

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 SLLP stock.
☐ Other

For **Summit Sales LLP**

Authorised Signatory

Name :

22/02/2023

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Date : __/__/__

Requisition Form

Company Name: SLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

Date: 15.02.2023

Time: 11:00:00

Req. No. 170868

ID No. 84483

QOS
QOS
QOS

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3459-Hardware-Cylindrical Lock--Dorset--Nos	90✓	77	90		
2	HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	200✓	273	200		
3	HARD3806-Hardware-Door Stopper----Nos	50✓	150	50		
4						
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothis

Approved By: Minish

Sign & Date:

Project
Manager

Purchase

MD

APPROVED BY
16 FEB 2023
SOHAM MODI
MANAGING DIRECTOR