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	SSLLP	Project	SHLLP	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+18%	1,770
Amount C –Other Debits :	—
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:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		09 MAR 2023			
Date		MINISH PARIKH			
Approval limit	Upto 20k	Above 20k MANAGER PROCUREMENT	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

SBE

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**	

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)

#	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

UPI SCAN TO PAY

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 9120
Date 3/3/23
Sign.

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

For, : SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 106635
Date: 4/3/23
Sign.

INWARD
Inward No. 19506 Dt: 3/3/23
GRN No. 118694 Dt: 4/3/23
Received By: Sign:
SUMMIT SALES LLP

Tax Invoice

SRI BALAJI ENTERPRISES

SBE

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**	

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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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3	DOOR STOPPER -NA	8302	50	NOS	₹ 115.25	₹ 0.00 (0%)	₹ 1,037.25 (18%)	₹ 6,799.75
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SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

UPI SCAN TO PAY

INWARD
Inward No. 9500 Dt: 3/3/23
MRN No: 118094 Dt: 4/3/23
Received By: Sign:
SUMMIT SALES LLP

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

For, : SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

SUMMIT SALES LLP R.R. DIST.
INWARD
No. 89310
Date: 9/3/23
Sign:

Purchase Order

 27-02-2023 13:17:52 Original / Office Copy / Purchase Div.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	**Doc No**	97364	170868
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	21-02-2023	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	15-02-2023	
9030605690	**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) Ninteen 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
Penality 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 replanishing 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 : 27/02/2023

Accepted the above Terms And Conditions
For ***Sri Balaji Enterprises***

Name : ______________________

Date : __/__/__

Estimate/Draft PO

 22-02-2023 11:37:33

97364
08.02.23 3:48:30

py

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**	97364	170868
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	21-02-2023	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	15-02-2023	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

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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 SSLLP stock
☐ Other

APPROVED BY
25 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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: SSLLP

Site & Phase : SHLLP

Date: 15.02.2023

Time: 11:00:00

Unit No./Block No.

Supplier:

Material required before date:

Req. No. 170868

ID No. 84483.

PO 97364.

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3459-Hardware-Cylinderacal 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	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				APPROVED BY 16 FEB 2023 SOHAM MODI MANAGING DIRECTOR