

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		14/5/2020		Prepared by:		K. R. Chagula																									
PO/WO no.		66392		PO / WO Date.		5/3/2020																									
Supplier Name		Sri Balaji Enterprises		PO/WO amount		2,49,863/-																									
Firm/Company		SSLLR		Project		SHLLR																									
Sl. No.		Bill No.		Bill Date		Bill amount																									
1.		3		8/5/2020		46,020/-																									
2.																															
3.																															
4.																															
Amount A – Bills total(Excluding Transport & Hamali Charges):																															
Sl. No.		DC No		DC. Date		MRN No.																									
1.						46,020/-																									
2.						28753																									
3.						☐ Yes ☐ No																									
4.						☐ Yes ☐ No																									
Amount B – Other Credits :-																															
Amount C – Other Debits :-																															
Amount D (D=A+B-C) – Amount to be credited to the supplier:																															
Amount E – PO / WO value:																															
Amount F – Difference (A – E):																															
Quantity received as per PO / WO				☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)																											
Is difference between PO / Bill acceptable?				☐ Yes ☐ No (explained below)																											
Excess / short material received				☐ Approved – within acceptable limits ☐ No (explained below)																											
Close PO / WO?				☐ Yes ☐ No – wait for balance material ☐ No (explained below)																											
Advance paid / PDC given (deduct when paying)				☐ Yes – Rs. _____ /- ☐ No																											
Payment – due date				28/03/20																											
Remarks:																															
Short received																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>14/5/2020</td> <td>15/5</td> <td>15 MAY 2020</td> <td></td> <td>15/5/2020</td> <td>18/5</td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	14/5/2020	15/5	15 MAY 2020		15/5/2020	18/5	
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:																															
Date	14/5/2020	15/5	15 MAY 2020		15/5/2020	18/5																									

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

GSTIN: 36AEIPJ0494H1ZF

CASH / CREDIT MEMO

Cell : 9030605690

9885288441



SRI BALAJI ENTERPRISES

Dealers in : Plywood, MDF, Laminate, Vaneer & Hardware

14-1-418, Near Rocket Ground, New Aghapura, Hyderabad - 500 001. T.S.

E-mail : seetaram.joshi@yahoo.com

Sl. No. 3

Date: 8-5-2020

Buyer's Name Summit Sales LLC

Address Summit Housing cheralapally P.O - DOC No. 66392

GSTIN: 36ACQPS2044C1Z7

Phone

[illegible]

Bank Name : Kotak Mahendra Bank - Branch: Rd. No.1, Banjara Hills.

A/c. No.: 4312001151, IFSC Code : KKBK0000553

Central Bank of India - Branch: Begum Bazar,

A/c. No.: 3252126355, IFSC Code : CBIN0280809

TERMS & CONDITIONS :

Vehicle No.

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises
4. If the Bill is not paid on presentation interest at 24% per annum

~~E. & O. E.~~

For SRI BALAJI ENTERPRISES

Purchase Order

Page(s) 1 Of 2

05-Mar-20 12:29:48 PM



66392

27.02.20 12:59:21

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	66392	14434
Doc Date	05-03-2020	
Quote No	Nil	
Quote Date	04-03-2020	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	20.00	1,949.77	0.00	18.00	46,014.57
2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	30.00	1,584.19	0.00	18.00	56,080.33
3 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	20.00	2,315.00	0.00	18.00	54,634.00
4 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	48.00	860.00	40.00	18.00	29,226.24
5 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	160.00	335.00	40.00	18.00	37,948.80
6 2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
7 2156 - Carpentry - hardware - S.S. Screws - other - pkts 38x8	30.00	110.00	0.00	18.00	3,894.00
8 2099 - Carpentry - hardware - Fischer - 5mm - pkts	40.00	135.00	0.00	18.00	6,372.00
9 2100 - Carpentry - hardware - Fischer - 6mm - pkts	50.00	100.00	0.00	18.00	5,900.00
10 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32x6	30.00	110.00	0.00	18.00	3,894.00
Total Order Value . . .					249,863.94

Rupees : Two Lakh(s) Fourty Nine Thousand Eight Hundred Sixty Three and Paise Ninty Four Only.

Terms and Conditions :-

Specification / Brand All items shall be of good quality, with Masonite Skin, 2 sides, 2 Panels, grain texture, HDF, Rate per sft is Rs.107/- GST 18% Extra,

Payment Terms After Delivery & Production of bill

Tax Inclusive of all GST taxes

Delivery Date within 4 days.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty For Delay Nil

Transportation Cost Extra.

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Date : / /

Part received

Mr Bill No 3 Amount Rs 46,020/-

Balance has to be receivable Rs 2,03,8

✓
14/5/20

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Requisition Form

Company Name:		SSLLP		Date:		03.3.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14434	
Material required before date:					ID No.		56044
No	Description	Size	Quantity	Units	Inward No	Date	
1	PANEL DOOR	32"X82"	20	NOS			
2	PANEL DOOR	26"X82"	30	NOS			
3	PANEL DOOR	38"X80"	20	NOS			
4	CYLINDRICAL LOCK		48	NOS			
5	SS HINGES		160	NOS			
6	DOOR STOPPER		50	NOS			
7	SS SCREWS	38X8	30	PKTS			
8	FISHER PLUG	5 MM	40	PKTS			
9	FISHER PLUG	6 MM	50	PKTS			
10	SS SCREWS	32X6	30	PKTS			
11							
12							
Remarks: For stock maintainance							
Prepared By		SOWMYA		Approved by			
Sign. & Date		03.03.20		Sign. & Date			

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

- 4 Feb 2020

GSTIN: 36AEIPJ0494H1ZF

Subject to Hyderabad Jurisdiction

Cell : 9030605690

9885288441



SRI BALAJI ENTERPRISES

Dealers in : Plywood, MDF, Laminate, Vaneer & Hardware

14-1-418, Near Rocket Ground, New Aghapura, Hyderabad - 500 001. T.S.

Sl. No. 3

DELIVERY CHALLAN

Date: 8-5-2020

Buyer's Name Summit Sales LLP

Address Summit Housing Chestnut Hill P.O. - DOC No. 66393

GSTIN: 36ACQPS2044C1Z7 Phone: _____

[illegible]

Receiver's Signature with Stamp

Despatch through/Transport Name..... Vehicle No. 751002

E. & O. E.

TERMS & CONDITIONS :

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4. If the Bill is not paid on presentation interest at 24% per annum

For SRI BALAJI ENTERPRISES

S.B.E.

11-8111

4-5-2020

DC-NO-3

9030605690

Summit sales

Chennai Daily

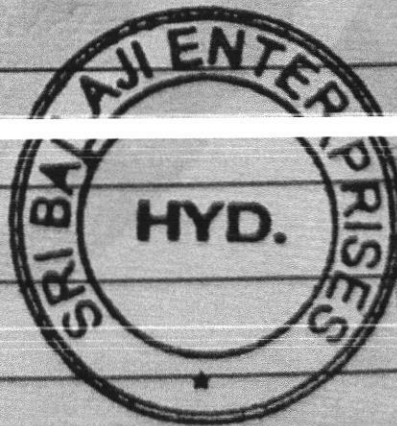
DOC-NO-66392

maconite-2PNL-DOO2

82 X 32 = 20 ✓

INWARD	
Inward No: 14183	Dr: 4/5/20
MRN No: 78253	Dr: 4/5/20
Received By:	Sign: <i>[Signature]</i>
SUMMIT SALES LLP	

TS 10013
8387



Certified by:
Stores Manager

[Signature]