PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/6/20	Prepared by:	Prabhakar
PO/WO no.	67620	PO / WO Date.	1.6.20
Supplier Name	Sri Balaji Bathpurs	PO/WO amount	12,750-00
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	15	30.5.20	12,751-00
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,751-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	15	30.5.20	79547	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,751-00
Amount E – PO / WO value:	12,750-00
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 / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____ ☑ □ No
Payment – due date	22/6

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		14/6					

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

II Shree Ganeshay Namah II

GSTIN: 36AEIPJ0494H1ZF

Subject to Hyderabad Jurisdiction

~~CASH~~ / CREDIT MEMO

Cell : 9030605690
9885288441

SBE SRI BALAJI ENTERPRISES

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

No 1 5 # 14-1-418, Near Rocket Ground, New Aghapura, Hyderabad - 500 001. T.S.

E-mail : seetaram.joshi@yahoo.com

Sl. No. No 1[redacted]

Date: 30-5-2020

Buyer's Name: summit sales LLP

Address: summit Housing chetlapally P.O - DOC No. 67630

GSTIN: 36ACQFS2044C1Z7 Phone

Description of Goods	Thick -ness	Size	No. of Pcs. Sq. Mtrs.	HSN CODE	Rare per Sq. Mtrs.	Amount Rs.	Ps.
Godrej Padlock GL-90mm			60NO	8301	180/10	10806=	00

D.C. No. 15

MODI PROPERTIES P... INWARD No. 6691 Date: 11/6/20 Sign: SEC'BA...

Receiver's Signature with Stamp

Total Amount	~~10806~~=	
Cartage	—	
TOTAL	10806=	00
SGST 9 %	972 =	50
CGST 9 %	972 =	50
IGST.......%	—	
Round Off.	—	
Grand Total	12751=	00

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. Bhaskar

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

II Shree Ganeshay Namah II

GSTIN: 36AEIPJ0494H1ZF

Subject to Hyderabad Jurisdiction

Cell : 9030605690
9885288441

11-8A

SBE SRI BALAJI ENTERPRISES

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

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

DELIVERY CHALLAN

Sl. No. No 15

Date: 30-5-2020

Buyer's Name: summit sales LLP

Address: summit Housing chettapally

P.O - DOC No. 67630.

GSTIN: 36ACQRS2044C1Z7

Phone

Description of Goods	Thickness	Size	No. of Pcs.	Remarks
Godrej padlock 6L 50MM			60NO	

MODI PROPERTIES PVT LTD SEC'BAD INWARD No: 3880 Date: 1/6

38803

INWARD
Inward No: 14298 Dt: 01/6/20
MRN No: 79547 Dt: 04/6/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature with Stamp

Certified by:

Stores Manager

E.& O.E.

Despatch through/Transport Name .... Vehicle No. Head office

TERMS & CONDITIONS :
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

For SRI BALAJI ENTERPRISES

Purchase Order

 02-06-2020 11:13:00 AM

67630
03.06.20 12:48:11

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 Hyderbad-500001	**Doc No**	67630	14578
	Doc Date	01-06-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	04-09-2019	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2147 - Carpentry - hardware - Pad Lock - NA - nos *6 lever Godrej*	60.00	250.00	15.00	0.00	12,750.00
					Total Order Value . . .	**12,750.00**

Rupees : Twelve Thousand Seven Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	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 for stock revision, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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:	30.05.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14578
Material required before date:		ID No.	57296

No	Description	Size	Quantity	Units	Inward No	Date
1	GODREJ LOCKS		60	NOS		
2	67630					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.5.2020	Sign. & Date	

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

30/05/2020

APPROVED BY
01 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

 01-06-2020 10:29:16 AM 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**	67630	14578
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	01-06-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	04-09-2019	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2147 - Carpentry - hardware - Pad Lock - NA - nos *6 lever Godrej*	60.00	250.00	15.00	0.00	12,750.00
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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
01 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ________________ Name : ________________ Date : __/__/____