PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/06/20	Prepared by:	Sk. Gooshe Begum
PO/WO no.	67819	PO / WO Date.	12/06/20
Supplier Name	Sri Balaji Enterprises	PO/WO amount	2,26,654/-
Firm/Company	Summit Sales Cup	Project	Summit Housing Cup
Sl. No.	Bill No.	Bill Date	Bill amount
1.	25	17/06/20	2,26,654/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,26,654/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	25	18/06/20	80069	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits : Cartradge charges @ 18% GST	1,298/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,27,952/-
Amount E – PO / WO value:	2,26,654/-
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	28/06/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	23/06/20	23/6					

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

"SHREE GANESHAY NAMAH"

Tax Invoice

SRI BALAJI ENTERPRISES
#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF

Invoice No. **25**	Dated **17-06-2020**
PO / DOC No. **67819**	D.C. No. **25**
Vehicle No. **TS07UA 9256**	Destination

Billing Address :
Summit Sales LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ACQFS2044C1Z7

Shipping Address :
Summit Housing LLP
Cherlapally, Behind Kingston PG College
Rangareddy - 500051
GSTN : 36ACQFS2044C1Z7

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	8301	SS.Mortise Lock HL170Ass		4x5	20	2238.00	44760.00
2	8302	SS.Hinges HG 1151 4"		40x10	400	201.00	80400.00
3	8301	Cylindrical Lock		24x5	120	516.00	61920.00
4	8302	SS.Door Stopper NA		50x1	50	100.00	5000.00
		66517 1815				Cartage	1100.00
					590		193180.00

re Tax : Rs 193180.00 Tax Rs.: 34772.40 Post Tax Rs.: 227952.40 R/o Rs.: -0.40 **Final Rs.: 227952.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8301	193180	9%	17386.2	9%	17386.2			34772.40
								0
								0
Total	**193180**	**0.09**	**17386.2**	**0.09**	**17386.2**	**0**	**0**	**34772.40**

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 is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

For **SRI BALAJI ENTERPRISES**

SRI BALAJI ENTERPRISES HYD.

Authorised Signatory

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553
Our BanK: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Shree Ganeshay Namah II

Subject to Hyderabad Jurisdiction

GSTIN: 36AEIPJ0494H1ZF

Cell : 9030605690
9885288441

SBE SRI BALAJI ENTERPRISES

"SP"

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

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

DELIVERY CHALLAN

Sl. No. 25 = Date: 17-6-2020

Buyer's Name: summit sales LLP

Address: summit Housing chertapally P.O - DOC No. 67819

GSTIN: 36ACQFS2044C1Z7 Phone

Description of Goods	Thickness	Size	No. of Pcs.	Remarks
SS-Hinges-HG11151		40X10	400NO	✓
SS-mortise Lock HL170ASS		4 X 5	20NO	✓
SS-cylindrical Lock		24X5	120NO	✓
SS-Door stopper	NA	50 X 1	50NO	✓
			590Nos	

INWARD
Inward No: 14398 Dt: 17/6/20
MRN No: 80069 Dt: 17/6/20
Received By: Sign:
SUMMIT SALES LLP

PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 29145
Date: 20/6
Sign.

Certified by:
Stores Manager

Receiver's Signature with Stamp

E.& O.E.

Despatch through/Transport Name Vehicle No. TS07UA 9256

For SRI BALAJI ENTERPRISES

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

Purchase Order

 12-Jun-20 2:29:14 PM

67819
03.06.20 12:48:13

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**	67819	14594
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	12-06-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-06-2020	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	400.00	335.00	40.00	18.00	94,872.00
2	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	20.00	3,730.00	40.00	18.00	52,816.80
3	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	860.00	40.00	18.00	73,065.60
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
					Total Order Value . . .	**226,654.40**

Rupees : Two Lakh(s) Twenty Six Thousand Six Hundred Fifty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, mango wood, Rate per sft is Rs.120/- GST 18% Extra.
Payment Terms	After delivery and production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 4 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	One year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replanish , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Req 14595 qty is included in this PO items are cylendrical locks, door stoppers.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

Estimate/Draft PO

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**	67819	14594
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	08-06-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-06-2020	
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	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	400.00	335.00	40.00	18.00	94,872.00
2	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	20.00	3,730.00	40.00	18.00	52,816.80
3	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	860.00	40.00	18.00	73,065.60
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
	Total Order Value . . .					**226,654.40**

Rupees : Two Lakh(s) Twenty Six Thousand Six Hundred Fifty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, mango wood, Rate per sft is Rs.120/- GS.T 18% Extra.
Payment Terms	50% advance payment balance after delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 4 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	One year
Advance Paid	Rs, 2,28,000-00, by cheque/RTGS, Dated...........................
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replanish , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Req 14595 qty is included in this PO items are cylendrical locks, door stoppers.

APPROVED BY
12 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

12/6/20

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name : ______________________ Name : ______________________ Date : __/__/____

Estimate/Draft PO

 08-Jun-20 2:57:28 PM 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**	67819	14594
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	08-06-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-06-2020	
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	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	40.00	2,186.00	0.00	18.00	103,179.20
2	2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	60.00	1,776.00	0.00	18.00	125,740.80
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	400.00	335.00	40.00	18.00	94,872.00
4	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	20.00	3,730.00	40.00	18.00	52,816.80
5	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	860.00	40.00	18.00	73,065.60
6	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
				Total Order Value . . .		**455,574.40**

Rupees : Four Lakh(s) Fifty Five Thousand Five Hundred Seventy Four and Paise Fourty Only.

Can we make cut [illegible] !

Terms and Conditions :-

Specification / Brand	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, mango wood, Rate per sft is Rs.120/- GST 18% Extra.
Payment Terms	50% advance payment balance after delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 4 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	One year
Advance Paid	Rs, 2,28,000-00, by cheque/RTGS, Dated..... ....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replanish , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Req 14595 qty is included in this PO items are cylendrical locks, door stoppers.

8/6/20

For ***Summit Sales LLP*** Accepted the above Terms And Conditions

Authorised Signatory For ***Sri Balaji Enterprises***

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	06.06.2020
Site & Phase :	SHLLP	Time:	12.30
Supplier		Req. No.	14594
Material required before date:		ID No.	57463

No	Description	Size	Quantity	Units	Inward No	Date
1	PANEL DOORS	32X82	40	NOS		
2	PANEL DOORS 67819	26X82	60	NOS		
3	SS HINGES		400	NOS		
4	MORTISE LOCK		20	NOS		
5						
6						
7						
8						
9						
10						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	APPROVED BY 04 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	06.06.2020	Sign. & Date	

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

Requisition Form

Company Name:	SSLLP	Date:	06.06.2020
Site & Phase :	SHLLP	Time:	02.00
Supplier		Req. No.	14595
Material required before date:		ID No.	57467

No	Description	Size	Quantity	Units	Inward No	Date
1	CYLINDRICAL LOCKS		120	NOS		
2	DOOR STOPPERS		50	NOS		
3						
4	6/8/19					
5						
6						
7						
8						
9						
10						

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	06.06.2020	Sign. & Date	

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

MEMO

DATE & FROM:	TO & REMARKS.
Prabhakar	Cash Purchase of Doors
12/6	for your approval.
	Complete Doors of 100 nos.
	Supplier ready to give in Cash
	for 50%. GST. 9%
	32"x82"x40nos – 95,338.00
	26"x82"x60nos – 1,16,193.99
	2,11,531.99
	above amount to pay by Cash.
	No Bill. No PO
	Confirmation by email
	or Whats up Suggest me.
	Hardware 100%. Billing estimate
	attached for your approval.

APPROVED BY
12 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

MEMO

DATE & FROM:	TO & REMARKS.
Prabhakar 9/06	Hardware of Doors is not possible to purchase without Bill because
	Supplier is getting the material with
	GST at the time of purchase
	Doors. He can manage to give
	with 9% GST. instead of 18%.
	He will not show 100% purchase
	only maximum & kin purchase
	in His books. but only
	17,065 is the difference of
	Cash purchase and with Bill
	purchase. Cash purchase
	Amt! 2,11,855.00 without Bill
	kindly suggest me
	purchase with 50% bill W
	APPROVED BY 09 JUN 2020 SOHAM MODI MANAGING DIRECTOR
	W

MEMO

DATE & FROM:	TO & REMARKS.
Prabhak	50% Cash Purchase in Doors .
10/6	as Below!
	Total Doors -(100) with 18% GST
	is . 2,28,920-00 .
	50% Cash is Rs. 97,058 .
	50% Bill is. Rs. 1,14,528 .
	Rs. 17,334 Saving .
	No Bill for 50%. Cash Purchase.
	No PO also .
	Cash to give is 97,058/-
	Hardware remain Same - of 18% full Bill
	For your approval.

APPROVED BY
11 JUN 2020
SOHAM MODI
MANAGING DIRECTOR