PURCHASE DIVISION

Advice for approval for credit to supplier

22

| | | | |
|---|---|---|---|
| Date: | 03/08/2020 | Prepared by: | T.D. Murthy |
| PO/WO no. | 68814 | PO / WO Date. | 14/07/2020 |
| Supplier Name | Sri Balaji Enterprises | PO/WO amount | Rs. 1,31,782/- |
| Firm/Company | Summit Sales LLP | Project | Summit Housing LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 44 | 29/07/2020 | Rs. 1,33,080/- |
| 2. | - | - | - |
| 3. | - | - | - |
| 4. | | | - |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | Rs. 1,33,080/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 44 | 29/07/2020 | 81579 | ☑ 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: | Rs. 1,33,080/- |
| Amount E – PO / WO value: | Rs. 1,31,782/- |
| Amount F – Difference (A – E): | Rs. 1,298/- |
| 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 | **15/08/2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | | | | | | |
| Date | 8/20 | | | | | | |

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/-

"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. | Dated |
|---|---|
| **44** | **29-07-2020** |
| PO / DOC No. | D.C. No. |
| **68814** | **44** |
| Vehicle No. | Destination |
| **TS07UC-8002** | |

**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. N0. | HSN | Description | Thickness | Size | Qty | Rate | Amount |
|---|---|---|---|---|---|---|---|
| 1 | 8301 | SS.Mortise Lock HL170Ass | | 4x5 | 20 | 2238.00 | 44760.00 |
| 2 | 8301 | SS.Cylindrical lock | | 24x5 | 120 | 516.00 | 61920.00 |
| 3 | 8302 | SS.Door Stopper NA | | 50x1 | 50 | 100.00 | 5000.00 |
| | | | | | | Cartage | 1100.00 |
| | | | | | 190 | | 112780.00 |

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 67959 Date 3/1/7

re Tax : Rs 112780.00 Tax Rs.: 20300.40 Post Tax Rs.: 133080.40 R/o Rs.: -0.40 **Final Rs.: 133080.00**

| HSN / SAC | Taxable Value | CGST | | SGST | | IGST | | Total Tax Amt |
|---|---|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | Rate | Amount | |
| 8301 | 112780 | 9% | 10150.2 | 9% | 10150.2 | | | 20300.40 |
| | | | | | | | | 0 |
| | | | | | | | | 0 |
| **Total** | **112780** | **0.09** | **10150.2** | **0.09** | **10150.2** | **0** | **0** | **20300.40** |

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**

II Shree Ganeshay Namah II

GSTIN: 36AEIPJ0494H1ZF

Subject to Hyderabad Jurisdiction

Cell : 9030605690
9885288441

4-8A11

# 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. № 44 =

Date: 29-7-2020

Buyer's Name: Summit sales LLP

Address: Summit Housing cherlapally P.O - DOC No. 68814

GSTIN: 36ACQFS2044C1Z7 Phone

| Description of Goods | Thickness | Size | No. of Pcs. | Remarks |
|---|---|---|---|---|
| SS-Mortise lock HL 170 ASS | | 4X5 | 20 NO ✓ | |
| SS-Cylindrical Lock | | 24X5 | 120 NO ✓ | |
| SS- Door Stopper NA | | 50X1 | 50 NO ✓ | |
| | | | 190 Nos | |

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD 4019 11/8/20

INWARD
Inward No: 14642 Dt: 29/7/20
MRN No: 81579 Dt: 29/8/20
Received By: Sign:
SUMMIT SALES LLP

Receiver's Signature with Stamp

Certified by:
Stores Manager

E.& O.E.

Despatch through/Transport Name.......... Vehicle No. TS07UC 8002

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

 14-07-2020 12:33:50

68814
15.07.20 12:16:57

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<br>H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001 | **Doc No** | 68814 | 14701 |
| | **Doc Date** | 14-07-2020 | |
| **GSTIN** 36AEIPJ0494H1ZF | **Quote No** | Nil | |
| | **Quote Date** | 10-07-2020 | |
| 9030605690 | **SupplyType** | Supply | |

**Kind Attn : Mr.Seetaram Joshi**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2169 - Carpentry - hardware - SS Mortise Lock - other - nos | 20.00 | 3,730.00 | 40.00 | 18.00 | 52,816.80 |
| 2 | 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos | 120.00 | 860.00 | 40.00 | 18.00 | 73,065.60 |
| 3 | 2092 - Carpentry - hardware - Door Stopper - NA - nos | 50.00 | 100.00 | 0.00 | 18.00 | 5,900.00 |
| | | | | | **Total Order Value . . .** | **131,782.40** |

Rupees : One Lakh(s) Thirty One Thousand Seven Hundred Eighty Two and Paise Fourty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Hardware should be Dorset brand. |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | Inclusive of all GST taxes |
| **Delivery Date** | with in 7 days. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Extra. |
| **Warranty** | Mortise door lock 5 yeras warranty, cylendrical lock warranty one year. |
| **Advance Paid** | Rs. 65,891-00 by RTGS/Cheque 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** | Nil |

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________________

Date : __/__/____

# Estimate/Draft PO

 13-07-2020 12:45:53 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** | 68814 | 14701 |
| H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001 | **Doc Date** | 13-07-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEIPJ0494H1ZF | **Quote Date** | 10-07-2020 | |
| 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 | 2169 - Carpentry - hardware - SS Mortise Lock - other - nos | 20.00 | 3,730.00 | 40.00 | 18.00 | 52,816.80 |
| 2 | 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos | 120.00 | 860.00 | 40.00 | 18.00 | 73,065.60 |
| 3 | 2092 - Carpentry - hardware - Door Stopper - NA - nos | 50.00 | 100.00 | 0.00 | 18.00 | 5,900.00 |
| | | | | **Total Order Value . . .** | | **131,782.40** |

Rupees : One Lakh(s) Thirty One Thousand Seven Hundred Eighty Two and Paise Fourty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Doors should be Mango wood frame with masonite skin both side two pannel, hard wood filling inside, rate per sft is Rs. 120+18% GST, WPC Pannel door with honey coamb filling Rs. 180+18% GST. |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | Inclusive of all GST taxes |
| **Delivery Date** | with in 7 days. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Extra. |
| **Warranty** | One year replacemant warranty on doors of manifacturing defects. |
| **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. |

13/7/20

Irrivelent

13/7.

For *Summit Sales LLP*
Authorised Signatory

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

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

# Requisition Form

| | | | |
|---|---|---|---|
| pany Name: | SSLLP | Date: | 7.7.2020 |
| & Phase: | SHLLP | Time: | 15.00 |
| plier | | Req. No. | 14701 |
| erial required before date: | | ID No. | 58322 |

| Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|
| PANEL DOORS | 32X82 | 30 | NOS | | |
| PANEL DOORS | 26X82 | 30 | NOS | | |
| PANEL DOORS | 26X80 | 10 | NOS | | |
| WPC DOORS | 38X80 | 20 | NOS | | |
| WPC DOORS | 32X80 | 10 | NOS | | |
| FLUSH DOORS | 5X2 | 20 | NOS | | |
| MORTISE LOCKS | | 20 | NOS | | |
| CYLINDRICAL LOCKS | | 120 | NOS | | |
| DOOR STOPPERS | | 50 | NOS | | |

6852

6814

arks:FOR STOCK MAINTENANCE

| | | | |
|---|---|---|---|
| ared By | SOWMYA | Approved by | |
| & Date | 7.07.2020 | Sign. & Date | |

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

APPROVED BY
-8 JUL 2020
SOHAM MODI
MANAGING DIRECTOR