

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		26/9/20		Prepared by:		SOWMYA	
PO/WO no.		70367		PO / WO Date.		24/9/20	
Supplier Name		Sri balaji Enterprises		PO/WO amount		3,08,094	
Firm/Company		SSllp		Project		Shlp	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	72	23/9/20	2,17,919				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,17,919				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	72	23/9/20	83340	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2,17,919				
Amount E – PO / WO value:			3,08,094				
Amount F – Difference (A – E):			-90,185/-				
Quantity received as per PO /WO			<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input checked="" type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No				
Payment – due date			3.10.2020				
Remarks: <span style="font-size: 1.2em;">Part bill received.</span>							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	26/9/20	26/9	01/10/2020	01 OCT 2020			

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/-

**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. <b>72</b>	Dated <b>23-09-2020</b>
PO / DOC No. <b>70367</b>	D.C. No. <b>72</b>
Vehicle No. <b>TS12UA-6319</b>	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

26/9/20

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	4418	Masonite 2 pnl door	32MM	82X32	20	2187.00	43740.00
2	4418	Masonite 2 pnl door	32MM	80x32	5	2133.00	10665.00
3	8301	ss mortise lock HL 170 Ass		4X2	8	2238.00	17904.00
4	8302	ss door stopper na		50X1	50	100.00	5000.00
5	8301	Cylindrical lock		24X2	48	516.00	24768.00
6	8302	ss hinges hg 1151		40x10	400	201.00	80400.00
						Cartage	2200.00
					531		184677.00



Pre Tax : Rs 184677.00      Tax Rs.: 33241.86      Post Tax Rs.: 217918.86      R/o Rs.: 0.14      Final Rs.: **217919.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	184677	9%	16620.93	9%	16620.9			33241.86
								0
								0
<b>Total</b>	<b>184677</b>	<b>0.09</b>	<b>16620.93</b>	<b>0.09</b>	<b>16620.9</b>	<b>0</b>	<b>0</b>	<b>33241.86</b>

**TERMS & CONDITIONS :**

- Above mentioned goods remain our property until full payment is received.
- Goods once sold can not be taken back or exchanged.
- Our responsibility ceases once the goods leave our premises.
- If the is not paid on presentation interest at 24% per annum
- Subject to Hyderabad Jurisdiction.

**INWARD**  
 Inward No: 14961 Dt: 23/9/20  
 ARN No: 83340 Dt: 24/9/20  
 Received By: [Signature] Sign: [Signature]  
**SUMMIT SALES LLP**



For **SRI BALAJI ENTERPRISES**

Certified by: [Signature]  
 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

**Stores Manager**





Government of India  
e-Way Bill



## 1. E-WAY BILL Details

eWay Bill No: **1012 5222 5891**Generated Date: **23/09/2020 05:59 AM**Generated By: **36AEI PJ049 4H1ZF** Valid Upto: **24/09/2020**Mode: **Road**Approx Distance: **23km**Type: **Outward - Supply**Document Details: **Tax Invoice - 72 - 23/09/2020**Transaction type: **Regular**

## 2. Address Details

## From

GSTIN : 36AEI PJ049 4H1ZF  
SRI BALAJI ENTERPRISES  
TELANGANA

:: Dispatch From ::  
14-1-418 GROUND FLOOR  
NEW AGAPURAHYDERABAD  
Hyderabad,TELANGANA-500001

## To

GSTIN : 36ACQ FS204 4C1Z7  
SUMMIT SALES LLP  
TELANGANA

:: Ship To ::  
summit housing lp  
behind kingston pg college  
chertapally,TELANGANA-500051

## 3. Goods Details

HSN Code	Product Name & Desc.	Quantity	Taxable Amount Rs.	Tax Rate (C+S+H+Cess+Cess Non.Advol)
4418	skin door & masonite	25.00 nos	55205.00	9.000+9.000+NE+0.000+0.00
8301	ss lock & ss lock	56.00 nos	43472.00	9.000+9.000+NE+0.000+0.00
8302	ss hinges & hg 1151	450.00 nos	86000.00	9.000+9.000+NE+0.000+0.00

Tot. Tax'ble Amt ₹ **184677.00**CGST Amt ₹ **16620.93**SGST Amt ₹ **16620.93**IGST Amt ₹ **0.00**CESS Amt ₹ **0.00**CESS Non.Advol Amt ₹ **0.00**Other Amt ₹ **0.00**Total Inv.Amt ₹ **217918.86**

## 4. Transportation Details

Transporter ID & Name : **randhir**Transporter Doc. No & Date : **& 23/09/2020**

## 5. Vehicle Details

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (if any)	Multi Veh.Info (if any)
Road	TS12UA6319	Hyderabad	23-09-2020 05:59 AM	36AEIPJ0494H1ZF	-	-



101252225891

# Purchase Order

Page(s) 2 Of 2

14-Sep-20 1:55:30 PM

Original / Office Copy / Purchase Div.Copy

**Completion Date** NIL  
**Measurement** Nil  
**Security** Nil  
**Remarks** Nil

*[A large, diagonal blue scribble or signature mark spans across the center of the page.]*

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : *[Signature]*

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  
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

**GSTIN** 36AEIPJ0494H1ZF

9030605690

<b>Doc No</b>	70367	14881
<b>Doc Date</b>	12-09-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	12-09-2020	
<b>SupplyType</b>	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	20.00	2,186.00	0.00	18.00	51,589.60
2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	30.00	1,777.00	0.00	18.00	62,905.80
3 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	10.00	2,533.00	0.00	18.00	29,889.40
4 2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	5.00	2,133.00	0.00	18.00	12,584.70
5 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	8.00	3,730.00	40.00	18.00	21,126.72
6 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	48.00	860.00	40.00	18.00	29,226.24
7 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	400.00	335.00	40.00	18.00	94,872.00
8 2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
<b>Total Order Value . . .</b>					<b>308,094.46</b>

Rupees : Three Lakh(s) Eight Thousand Ninty Four and Paise Fourty Six Only.

**Terms and Conditions :-**

**Specification / Brand** 2 Pannel door with masonite skin two sides hard wood filling inside, mango wood frame, rate per sft Rs. 120+ 18% GST

**Payment Terms** 50% Advance balance after delivery

**Tax** Included in the above prices

**Delivery Date** With a week

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

**Penalty For Delay** Nil

**Transportation Cost** Extra as per actuals

**Warranty** One year replacement warranty

**Advance Paid** Rs.1,54,047-00, by cheque....., dated.....

**Other Terms** We reserve the rights to reject the items if not as per specification damage if any in suppliers cost, above order is for stock maintenance purpose

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

**Estimate/Draft PO**

Page(s) 2 Of 2

12-Sep-20 12:56:34 PM

Original / Office Copy / Purchase Div.Copy

<b>Completion Date</b>	Nil
<b>Measurement</b>	Nil
<b>Security</b>	Nil
<b>Remarks</b>	Nil

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_



# Purchase Order



70367  
08.09.20 12:18:45

Page(s) 1 Of 2      14-Sep-20 1:55:30 PM

From Company : **Summit Sales LLP**  
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.  
G S T No. : 36ACQFS2044C1Z7

Supplier Details		Doc No	70367	14881
Sri Balaji Enterprises		Doc Date	14-09-2020	
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001		Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF		Quote Date	12-09-2020	
9030605690		SupplyType	Supply	

**Kind Attn : Mr.Seetaram Joshi**

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<b>Total Order Value . . .</b>					<b>308,094.46</b>

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- Specification / Brand** 2 Pannel door with masonite skin two sides hard wood filling inside, mango wood frame, rate per sft Rs. 120+ 18% GST
- Payment Terms** 50% Advance balance after delivery
- Tax** Included in the above prices
- Delivery Date** With a week
- Delivery Location** Summit Housing LLP  
Chertapally, Behind Kingston PG college, Hyderabad  
Phone. 9618244433, Hamendra, 9502266233, Mahesh.
- Penalty For Delay** Nil
- Transportation Cost** Extra as per actuals
- Warranty** One year replacemant warranty
- Advance Paid** Rs.1,54,047-00, by cheque....., dated.....
- Other Terms** We reserve the rights to reject the items if not as per specification damage if any in suppliers cost, above order is for stock maintenance purpose

*Handwritten:*  
=> Part bill received of Rs. 2,17,919/-  
B.No. 72 and bal bill to be  
dt: 28/9/20.  
receivable.  
28/9/20.

For **Summit Sales LLP**  
Authorised Signatory

Name :

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

Date : / /

### Requisition Form

Company Name: SLLP		Date: 8.9.2020	
Site & Phase : SHLLP		Time: 16.30	
Supplier		Req. No. 14881	
Material required before date:		ID No. 57741	

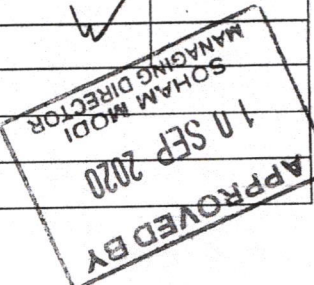
  

No	Description	Size	Quantity	Units	Inward No	Date
1	PANEL DOOR NON WPC	32"X82"	20	NOS	264	
2	PANEL DOOR NON WPC	26"X82"	30	NOS	204	
3	PANEL DOOR NON WPC	38"X80"	10	NOS	211	
4	PANEL DOOR NON WPC	32"X80"	5	NOS	99	
5	MORTISE LOCK		8	NOS		
6	CYLINDRICAL LOCK		48	NOS	1108	
7	SS HINGES		400	NOS		
8	DOOR STOPPER		50	NOS		
9						
10						
11						
12						
13						
14						
15						
16						

10367

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign. & Date	8.9.2020	Sign. & Date	



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