

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		14/10/2020		Prepared by:		C. Neha	
PO/WO no.		69617		PO / WO Date.		18/08/2020	
Supplier Name		Sri Balaji Enterprises		PO/WO amount		309,144.66/-	
Firm/Company		Summit Sales LLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	80	05/10/2020		22,127.36/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	22,127.36/-			
1.	80	05/10/2020	88641	DC matches MRN			
2.				☒ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges							
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): GST-18%							
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. 1,54,572 ☐ No							
Payment – due date							
16/10/2020							
Remarks: final bill received.							
Approved by	Purchase Officer	Purchase Manager	APPROVED 19 OCT 2020	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	14/10/2020	19/10	MINISH PARIKH MANAGER PROCUREMENT				

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. 10,000/-. Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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.

80

Dated

05-10-2020

PO / DOC No.

69617

D.C. No.

80

Vehicle No.

TS12UC-2008

Destination

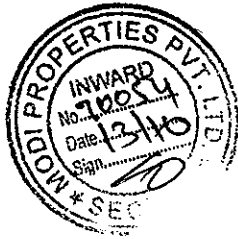
Billing Address :

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	4418	Masonite 2 pnl door	32MM	80x38	6	2533.00	15198.00
2	4418	Masonite 2 pnl door	32MM	82x26	2	1777.00	3554.00
						Cartage	1000.00
					8		19752.00



Pre Tax : Rs 19752.00

Tax Rs.: 3555.36

Post Tax Rs.: 23307.36

R/o Rs.: -0.36

Final Rs.: 23307.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	19752	9%	1777.68	9%	1777.68			3555.36
								0
								0
Total	19752	0.09	1777.68	0.09	1777.68	0	0	3555.36

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



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 NAMA"

DELIVERY CHALLAN



SRI BALAJI ENTERPRISES

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

D. C. No.

80

Dated

05/10/2020

PO / DOC No.

69617

Vehicle No.

TS12UC-2008

Cont. No.

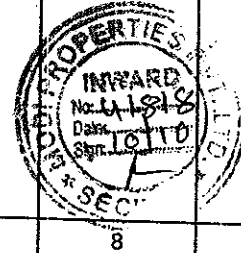
Billing Address :

Sumit 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	Remark
1	4418	masonite 2pnl door	32mm	80x38	6 no	
2	4418	masonite 2pnl door	32mm	82x26	2 no	
					8	



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INWARD	
Inward No: 4997	Dt: 5/10/20
MRN No: 83641	Dt: 5/10/20
Received By:	Sign: [Signature] Authorised Signatory
SUMMIT SALES LLP	

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809



Purchase Order

Page(s) 1 Of 2

18-Aug-20 10:59:17 AM



69617

14.08.20 11:47:15

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 69617 14796

Doc Date 18-08-2020

Quote No Nil

Quote Date 14-08-2020

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	15.00	2,186.00	0.00	18.00	38,692.20
2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	30.00	1,776.00	0.00	18.00	62,870.40
3 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"X80"	15.00	2,533.00	0.00	18.00	44,834.10
4 2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	10.00	2,133.00	0.00	18.00	25,169.40
5 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	12.00	3,730.00	40.00	18.00	31,690.08
6 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	96.00	860.00	40.00	18.00	58,452.48
7 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	200.00	335.00	40.00	18.00	47,436.00
Total Order Value ...					309,144.66
Rupees : Three Lakh(s) Nine Thousand One Hundred Fourty Four and Paise Sixty Six 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 50% advance balance after delivery

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.

Penalty For Delay Nil

Transportation Cost Extra.

Warranty One year replacement warranty on doors of manufacturing defects, mortise lock 5 years warranty, cylendrical locks 1 year warranty.

Advance Paid By cheque/RTGS. 1,54,572-00, Dated.....

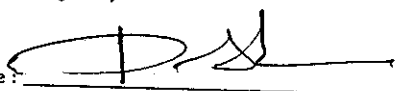
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for stock replanish, purpose.

Completion Date Nil

Measurement Nil

For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Date : ___/___/___

⇒ Part bill received of Rs. 2,86,678/-
(Bil. 62 of 63) and bal. bill of
Rs. 22,466/- to be received.
12/9/20.

⇒ Final bill received.

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Purchase Order

Page(s) 2 Of 2

18-Aug-20 10:59:17 AM

Security

Nil

Remarks

Req 14595 qty is included in this PO items are cylendrical locks, door stoppers.

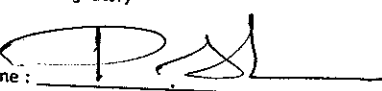
Original / Office Copy / Purchase Div. Copy

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : 

Name : _____

Date : / /

Requisition Form

PUR

Company Name:		SSLLP		Date:		11.08.2020	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		14796	
Material required before date:				ID No.		59091	

No	Description	Size	Quantity	Units	Inward No	Date
1	PANEL DOORS	32X82	✓ 15 ✓	NOS		
2	PANEL DOORS	26"X82"	✓ 30	NOS		
3	PANEL DOORS	38"X80"	✓ 15	NOS		
4	PANEL DOORS	32X80	✓ 10	NOS		
5	MORTISE LOCK		✓ 12	NOS		
6	CYLINDRICAL LOCK		✓ 96	NOS		
7	SS HINGES		200	NOS		
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign. & Date	11.08.2020	Sign. & Date	

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

w

APPROVED BY

14 AUG 2020

SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 2

14-Aug-20 3:43:44 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

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	69617	14796
Doc Date	14-08-2020	
Quote No	Nil	
Quote Date	14-08-2020	
SupplyType	Supply	

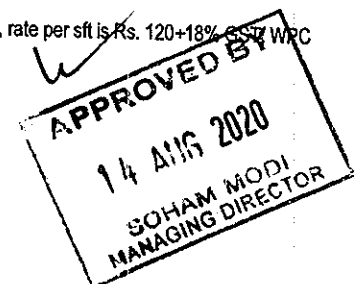
Kind Attn : Mr.Seetaram Joshi

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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.
Penalty For Delay	Nil
Transportation Cost	Extra.
Warranty	One year replacement warranty on doors of manufacturing defects, mortise lock 5 years warranty, cylendrical locks 1 year warranty.
Advance Paid	By cheque/RTGS. 1,54,572-00, 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
For Summit Sales LLP	
Authorised Signatory	Accepted the above Terms And Conditions For Sri Balaji Enterprises



14/8/20

Name : _____

Name : _____

Date : ____/____/____

Estimate/Draft PO

Page(s) 2 Of 2

14-Aug-20 3:43:44 PM

Original / Office Copy / Purchase Div.Copy

Security

Nil

Remarks

Req 14595 qty is included in this PO items are cylendrical locks, door stoppers.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : __/__/__