

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/10/2020		Prepared by: NEHA	
PO/WO no. 70856		PO / WO Date. 30/09/2020	
Supplier Name Sri Balaji Enterprises		PO/WO amount 3,28,719.68	
Firm/Company SLLP		Project SHLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	91	20/10/2020	3,02,642
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,02,642
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	91	20/10/2020	84193 ☐ Yes ☐ No
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:			3,02,642
Amount E – PO / WO value:			3,28,719.68
Amount F – Difference (A – E): GST-18%			26,077.68
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. 1,64,390/- ☐ No	
Payment – due date		02/11/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	28/10/2020	28/10	30/10/2020

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. 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.

91

Dated

20-10-2020

PO / DOC No.

70856

D.C. No.

91

Vehicle No.

TS12UA-4994

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	82x32	30	2187.00	65610.00
2	4418	Masonite 2 pnl door	32mm	82x26	40	1777.00	71080.00
3	4418	Masonite 2 pnl door	32mm	80x32	10	2133.00	21330.00
4	8302	SS.Hinges 4" HG 1151		40x5	200	201.00	40200.00
5	8301	SS.Cylindre cal lock		24X3	72	516.00	37152.00
6	8302	ss.mortise lock hl 170 ass		4x2	8	2238.00	17904.00
						Cartage	3200.00
					360		256476.00



Pre Tax : Rs 256476.00 Tax Rs.: 46165.68 Post Tax Rs.: 302641.68 R/o Rs.: 0.32 Final Rs.: 302642.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	256476	9%	23082.84	9%	23082.8			46165.68
								0
								0
Total	256476	0.09	23082.84	0.09	23082.8	0	0	46165.68

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

Purchase Order

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30-Sep-20 12:03:54 PM



70856

28.09.20 5:24:35

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	70856	14925
Doc Date	30-09-2020	
Quote No	Nil	
Quote Date	29-09-2020	
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	30.00	2,186.00	0.00	18.00	77,384.40
2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	40.00	1,777.00	0.00	18.00	83,874.40
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	10.00	2,133.00	0.00	18.00	25,169.40
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	72.00	860.00	40.00	18.00	43,839.36
7 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	200.00	335.00	40.00	18.00	47,436.00
Total Order Value . . .					328,719.68

Rupees : Three Lakh(s) Twenty Eight Thousand Seven Hundred Nineteen and Paise Sixty Eight 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, Hardware is Dorset brand
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 replacemant warranty on doors, mortise lock 5 year, cylendrical lock 1 year warranty.
Advance Paid	Rs. 1,64,390-00, 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
Completion Date	NIL
Measurment	Nil

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Date : / /

Name :

Requisition Form

Company Name:		SSLLP		Date:		22.09.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14925	
Material required before date:				ID No.		60103	

No	Description	Size	Quantity	Units	Inward No	Date
1	PANEL DOORS	32"X82"	30	NOS		
2	PANEL DOORS	26"X82"	40	NOS		
3	PANEL DOORS	38"X80"	10	NOS		
4	PANEL DOORS	32"X80"	10	NOS		
5	MORTISE LOCK		8	NOS		
6	CYLINDRICAL LOCK		72	NOS		
7	SS HINGES		200	NOS		
9						
10						
11						

Remarks: FOR STOCK MAINTENANCE AND SITES USE

Prepared By	SOWMYA	Approved by	
Sign. & Date	22.9.2020	Sign. & Date	

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

APPROVED BY
30 SEP 2020
SOHAM MOGI
MANAGING DIRECTOR

Estimate/Draft PO

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29-Sep-20 12:07:43 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	70856	14925
Doc Date	29-09-2020	
Quote No	Nil	
Quote Date	29-09-2020	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

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Total Order Value . . .					328,719.68

Rupees : Three Lakh(s) Twenty Eight Thousand Seven Hundred Nineteen and Paise Sixty Eight 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, Hardware is Dorset brand

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 on doors, mortise lock 5 year, cylindrical lock 1 year warranty.

Advance Paid Rs.1,64,390-00, 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

Completion Date NIL

Measurement Nil

For **Summit Sales LLP**

Authorised Signatory

PS
29/9/20

APPROVED BY
30 SEP 2020
SRI BALAJI MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : __/__/__

Estimate/Draft PO

Page(s) 2 Of 2

29-Sep-20 12:07:43 PM

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Security

Nil

Remarks

Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : __/__/__

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.	Dated 20 October 2020
	91	
	PO / DOC No.	
	70856	
	Vehicle No.	Cont. No.
	TS12UA-4994	

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

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2	4418	masonite 2pnl door ✓	32mm	82x26	40 no ✓	
3	4418	masonite 2pnl door ✓	32mm	80x32	10 no ✓	
4	8302	ss.hinges 4" hg 1151 ✓		40x5	200 no ✓	
5	8301	ss.cylindrical lock ✓		24X3	72 no ✓	
6	8302	ss.mortise lock hl 170 ass		24x2	8 no ✓	
INWARD Inward No: 15077 Dt: 20/10/20 MRN No: 84193 Dt: 20/10/20 Received By: Sign:  SUMMIT SALES LLP Certified by:  Stores Manager						
					360	

TERMS & CONDITIONS :

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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

