

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

|                                                               |                                                                                     |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date:                                                         | 07/11/2020                                                                          | Prepared by:                                                                                                                                                              | T.D. Murthy         |
| PO/WO no.                                                     | 71420                                                                               | PO / WO Date.                                                                                                                                                             | 19/10/2020          |
| Supplier Name                                                 | Sri Balaji Enterprises                                                              | PO/WO amount                                                                                                                                                              | Rs. 1,51,243/-      |
| Firm/Company                                                  | Summit Sales LLP                                                                    | Project                                                                                                                                                                   | SHLLP               |
| Sl. No.                                                       | Bill No.                                                                            | Bill Date                                                                                                                                                                 | Bill amount         |
| 1.                                                            | 99                                                                                  | 27/10/2020                                                                                                                                                                | Rs. 1,61,426/- ✓    |
| 2.                                                            | -                                                                                   | -                                                                                                                                                                         | -                   |
| 3.                                                            | -                                                                                   | -                                                                                                                                                                         | -                   |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                                                                                     |                                                                                                                                                                           | Rs. 1,61,426/- ✓    |
| Sl. No.                                                       | DC No                                                                               | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            | 99                                                                                  | 27/10/2020                                                                                                                                                                | 84485               |
| 2.                                                            |                                                                                     |                                                                                                                                                                           |                     |
| 3.                                                            |                                                                                     |                                                                                                                                                                           |                     |
| Amount B –Other Credits :                                     |                                                                                     |                                                                                                                                                                           | -                   |
| Amount C –Other Debits :                                      |                                                                                     |                                                                                                                                                                           | -                   |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                                                                                     |                                                                                                                                                                           | Rs. 1,61,426/- ✓    |
| Amount E – PO / WO value:                                     |                                                                                     |                                                                                                                                                                           | Rs. 1,51,243/-      |
| Amount F – Difference (A – E):                                |                                                                                     |                                                                                                                                                                           | Rs. 10,183/-        |
| Quantity received as per PO /WO                               |                                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |
| Is difference between PO / Bill acceptable?                   |                                                                                     | <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                     |
| Advance paid / PDC given (deduct when paying)                 |                                                                                     | <input checked="" type="checkbox"/> Yes – Rs. 75,621/- <input type="checkbox"/> No                                                                                        |                     |
| Payment – due date                                            |                                                                                     | 14/11/2020                                                                                                                                                                |                     |
| Remarks: <u>Transport charges added in above bill.</u> ✓      |                                                                                     |                                                                                                                                                                           |                     |
|                                                               |                                                                                     |                                                                                                                                                                           |                     |
|                                                               |                                                                                     |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer                                                                    | Purchase Manager                                                                                                                                                          | Procurement Manager |
| Sign:                                                         |  |                                                                                                                                                                           |                     |
| Date                                                          | 27/11/20                                                                            |                                                                                                                                                                           |                     |

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/-

## 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.

**99**

Dated

**27-10-2020**

PO / DOC No.

**71420**

D.C. No.

**99**

Vehicle No.

**TS12UC-8002**

Destination

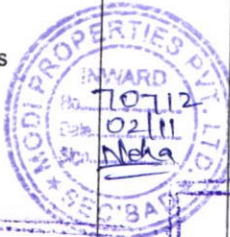
**Billing Address :**

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 | 10  | 2187.00 | 21870.00  |
| 2      | 4418 | Masonite 2 pnl door           | 32mm      | 82x26 | 20  | 1777.00 | 35540.00  |
| 3      | 4418 | Flush Door stander size 72x26 | 30MM      | 60X24 | 10  | 1040.00 | 10400.00  |
| 4      | 8302 | SS.Hinges 4" HG 1151          |           | 40x3  | 120 | 201.00  | 24120.00  |
| 5      | 8301 | SS.Cylindre cal lock          |           | 24X2  | 48  | 516.00  | 24768.00  |
| 6      | 8301 | ss.mortise lock hl 170 ass    |           | 4x2   | 8   | 2238.00 | 17904.00  |
|        |      |                               |           |       |     | 2200.00 | 2200.00   |
|        |      |                               |           |       |     | 216.    | 136802.00 |

**INWARD**

Inward No: 15122 Dt: 27/10/20  
GRN No: 84485 Dt: 28/10/20  
Received By: Sign: [Signature]

**SUMMIT SALES LLP**

Certified by:

Stores Manager

Cartage

2200.00

re Tax : Rs 136802.00 Tax Rs.: 24624.36 Post Tax Rs.: 161426.36 R/o Rs.: -0.36 Final Rs.: 161426.00

| HSN / SAC    | Taxable Value | CGST        |                 | SGST        |                | IGST     |          | Total Tax Amt   |
|--------------|---------------|-------------|-----------------|-------------|----------------|----------|----------|-----------------|
|              |               | Rate        | Amount          | Rate        | Amount         | Rate     | Amount   |                 |
| 4418         | 136802        | 9%          | 12312.18        | 9%          | 12312.2        |          |          | 24624.36        |
|              |               |             |                 |             |                |          |          | 0               |
|              |               |             |                 |             |                |          |          | 0               |
| <b>Total</b> | <b>136802</b> | <b>0.09</b> | <b>12312.18</b> | <b>0.09</b> | <b>12312.2</b> | <b>0</b> | <b>0</b> | <b>24624.36</b> |

**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

## 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.

99

Dated 27 October 2020

PO / DOC No.

71420

Vehicle No.

TS12UC-8002

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      | 82x32 | 10 no  |        |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4418 | masonite 2pnl door         | 32mm      | 82x26 | 20 no  |        |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4416 | Flush door                 | 30mm      | 60x24 | 10 no  |        |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8302 | ss.hinges 4" hg 1151       |           | 40x3  | 120 no |        |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8301 | ss.cylindrical lock        |           | 24X2  | 48 no  |        |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8302 | ss.mortise lock hl 170 ass |           | 24x2  | 8 no   |        |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>42291<br/>30/10</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>INWARD</b></p> <p>Inward No: 15122 Dt: 27/10/20</p> <p>ARN No: 84485 Dt: 28/10/20</p> <p>Received By: Sign: <i>[Signature]</i></p> <p style="text-align: center;"><b>SUMMIT SALES LLP</b></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Certified by:</p> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Stores Manager</p> </div> </div> |      |                            |           |       |        |        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |                            |           |       |        | 216    |

## TERMS &amp; CONDITIONS :

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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

Page(s) 1 Of 1

22-Oct-20 4:27:07 PM



71420

10.10.20 12:36:43

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     | 71420      | 168045 |
| Doc Date   | 19-10-2020 |        |
| Quote No   | Nil        |        |
| Quote Date | 19-10-2020 |        |
| 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        | 10.00  | 2,186.00 | 0.00  | 18.00 | 25,794.80  |
| 2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos        | 20.00  | 1,777.00 | 0.00  | 18.00 | 41,937.20  |
| 3 2007 - Carpentry - doors - Flush Door - 30mm - other - sft 5'X2'- 10 NOS | 100.00 | 80.00    | 0.00  | 18.00 | 9,440.00   |
| 4 2169 - Carpentry - hardware - SS Mortise Lock - other - nos              | 8.00   | 3,730.00 | 40.00 | 18.00 | 21,126.72  |
| 5 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos          | 48.00  | 860.00   | 40.00 | 18.00 | 29,226.24  |
| 6 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"                | 100.00 | 335.00   | 40.00 | 18.00 | 23,718.00  |
| Total Order Value . . .                                                    |        |          |       |       | 151,242.96 |

Rupees : One Lakh(s) Fifty One Thousand Two Hundred Fourty Two and Paise Ninty 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, 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.75,621-00, 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

**Security** Nil

**Remarks** Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

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

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

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

# Estimate/Draft PO

Page(s) 1 Of 1

19-Oct-20 1:55:23 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     | 71420      | 168045 |
| Doc Date   | 19-10-2020 |        |
| Quote No   | Nil        |        |
| Quote Date | 19-10-2020 |        |
| 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      | 10.00  | 2,186.00 | 0.00  | 18.00 | 25,794.80  |
| 2 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos      | 20.00  | 1,777.00 | 0.00  | 18.00 | 41,937.20  |
| 3 2007 - Carpentry - doors - Flush Door - 30mm - other - sft 5X2' 10 NOS | 100.00 | 80.00    | 0.00  | 18.00 | 9,440.00   |
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| 5 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos        | 48.00  | 860.00   | 40.00 | 18.00 | 29,226.24  |
| 6 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"              | 100.00 | 335.00   | 40.00 | 18.00 | 23,718.00  |
| Total Order Value . . .                                                  |        |          |       |       | 151,242.96 |

Rupees : One Lakh(s) Fifty One Thousand Two Hundred Fourty Two and Paise Ninty 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, 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<br>Cherlapally, Behind Kingston PG college, Hyderabad<br>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. 75,621-00, 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                                                                                                                                                 |
| Security              | Nil                                                                                                                                                 |
| Remarks               | Nil                                                                                                                                                 |

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

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

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

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

# Requisition Form

|                                |       |          |          |
|--------------------------------|-------|----------|----------|
| Company Name:                  | SSLLP | Date:    | 13.10.20 |
| Site & Phase :                 | SHLLP | Time:    | 14.00    |
| Supplier                       |       | Req. No. | 168045   |
| Material required before date: |       | ID No.   | 60779    |

| No | Description      | Size   | Quantity | Units | Inward No | Date |
|----|------------------|--------|----------|-------|-----------|------|
| 1  | PANEL DOOR       | 32 X82 | ✓ 10     | NOS   |           |      |
| 2  | PANEL DOOR       | 26 X82 | ✓ 20     | NOS   |           |      |
| 3  | FLUSH DOOR DUCT  | 5 X2   | ✓ 10     | NOS   |           |      |
| 4  | MORTISE LOCK     |        | ✓ 8      | NOS   |           |      |
| 5  | CYLINDRICAL LOCK |        | ✓ 48     | NOS   |           |      |
| 6  | SS HINGES        |        | ✓ 100    | NOS   |           |      |
| 7  |                  |        |          |       |           |      |
| 8  |                  |        |          |       |           |      |
| 9  |                  |        |          |       |           |      |
| 10 |                  |        |          |       |           |      |
| 11 |                  |        |          |       |           |      |
| 12 |                  |        |          |       |           |      |
| 13 |                  |        |          |       |           |      |

Remarks: FOR STOCK AND SITE

|              |          |              |  |
|--------------|----------|--------------|--|
| Prepared By  | HEMENDRA | Approved by  |  |
| Sign. & Date | 13.10.20 | Sign. & Date |  |

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



1680223  
Ravindra  
L. Daga