PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	72127	PO / WO Date.	13/11/2020
Supplier Name	Sri Balaji Enterprises	PO/WO amount	Rs. 98,978/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	113	17/11/2020	Rs. 1,01,586/-
2.	-	-	-
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,01,586/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	113	17/11/2020	85285	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 1,01,586/-
Amount E – PO / WO value:				Rs. 98,978/-
Amount F – Difference (A – E):				Rs. 2,608/-

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	**28/11/2020**
Remarks: **Cartage charges added in above bill.**	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 21 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	21/11/20						

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/-

"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. **113**	Dated **17-11-2020**
	PO / DOC No. **72127**	D.C. No. **113**
	Vehicle No. **TS07UH-0028**	Destination

Billing Address :
Summit Sales LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ACQFS2044C1Z7

18/11/20

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	80x26	30	1734.00	52020.00
3	8302	Fischer S6mm		50X1	50	100.00	5000.00
4	8302	ss door stopper na		50X1	50	100.00	5000.00
						Cartage	2200.00
					140		86090.00

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 72129
Date 19/11/20
Sign

71326

re Tax : Rs 86090.00 Tax Rs.: 15496.20 Post Tax Rs.: 101586.20 R/o Rs.: -0.20 **Final Rs.: 101586.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	86090	9%	7748.1	9%	7748.1			15496.20
Total	**86090**	**0.09**	**7748.1**	**0.09**	**7748.1**			**15496.20**

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.

INWARD
Inward No: 15262 Dt: 17/11/2020
GRN No: 85285 Dt: 18/11/2020
Received By: Sign:
SUMMIT SALES LLP

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

17-Nov-20 11:10:29 AM

Purchase Order

72127

06.11.20 4:56:38

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**	72127	168125
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	13-11-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	13-11-2020	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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	2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	30.00	1,734.00	0.00	18.00	61,383.60
3	2100 - Carpentry - hardware - Fischer - 6mm - pkts	50.00	100.00	0.00	18.00	5,900.00
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
	Total Order Value . . .					**98,978.40**

Rupees : Ninty Eight Thousand Nine Hundred Seventy Eight and Paise Fourty 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.
Penality For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	One year replacemant warranty on doors, 1 year warranty on henges.
Advance Paid	Rs.46,500-00, 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 maintenence 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 : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	10.11.2020
Site & Phase :	SHLLP	Time:	17.00
Supplier		Req. No.	168125
Material required before date:		ID No.	61445

No	Description	Size	Quantity	Units	Inward No	Date
1	Panel doors	32"x82"	10	nos		
2	Panel doors	26"x80"	30	nos		
3	Fisher plug	6mm	50	nos		
4	Door stopper		50	nos		
5						
6						
7						
8						
9						
10						
11						
12						
13						

12/27

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	10..11.2020	Sign. & Date	

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

APPROVED
13 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE