

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		29-12-20		Prepared by:		PRABHAKAR.P	
PO/WO no.		72983/72678		PO / WO Date.		21-12-20	
Supplier Name		SRI BALAJI ENTERPRISES		PO/WO amount		3,54,160.48+75,227.36	
Firm/Company		Summit Sales LLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	136	21-12-20		2,88,583-00			
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						2,88,583-00	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			86574	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits : Transportation charges						3,776-00	
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						2,92,359-00	
Amount E – PO / WO value:						4,29,387-00	
Amount F – Difference (A – E): GST-18%						1,37,028-00	
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			04-01-21				
Remarks: Short qty received, can be considered. <i>Can be closed</i>							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		29/12/20	29/12/20				

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. 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. 136	Dated 21-12-2020
PO / DOC No. 72983/72678	D.C. No. 136
Vehicle No. TS07UJ-7300	Destination

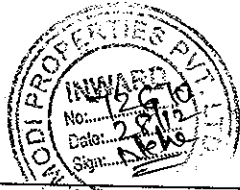
Billing Address :

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	40	2187.00	87480.00
2	4418	Masonite 2 pnl door	32mm	80x26	10	1734.00	17340.00
3	4418	Masonite 2 pnl door	32mm	80X38	30	2533.00	75990.00
4	8301	SS. Mortise lock HL 170 Ass		4X2	8	2238.00	17904.00
5	8301	SS.Cylindre cal lock		24X2	46	516.00	24768.00
6	8302	SS.Hinges 4" HG 1151		40x2	80	201.00	16080.00
7	8302	ss door stopper na		50x1	50	100.00	5000.00
						Cartage	3200.00
					266		247762.00



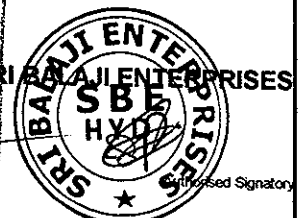
Pre Tax : Rs 247762.00 Tax Rs.: 44597.16 Post Tax Rs.: 292359.16 R/o Rs.: -0.16 Final Rs.: 292359.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	247762	9%	22298.58	9%	22298.58			44597.16
Total		0.09	22298.58	0.09	22298.58			44597.16

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: 15474 Dt: 21/12/20
GRN No: 86546 Dt: [Blank]
Received By: 86547 Sign: [Signature]
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

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.

136

Dated

21-12-2020

PO / DOC No.

72983/72678

Vehicle No.

TS07UJ-7300

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 ✓	40 no ✓	
2	4418	masonite 2pnl door	32mm	80X26 ✓	10 no ✓	
3	4418	masonite 2pnl door	32mm	80X38 ✓	30 no ✓	
4	8301	ss.mortise lock HI 170 ass		4x2	8 no ✓	
5	8301	ss.cylindrical lock		24X2	48 no ✓	
6	8302	ss.hinges 4" hg 1151		40X2	80 no ✓	
7	8302	ss door stopper na		50X1	50 no ✓	
					266	

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.

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

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

For SRI BALAJI ENTERPRISES

INWARD

Inward No: 154741 Dt: 21/12/20

MRN No: 86546 Dt:

Received By: 542 Sign: [Signature]

SUMMIT SALES LLP

SBE HYD

Authorized Signatory

Purchase Order

Page(s) 1 Of 1

15-Dec-20 2:52:53 PM



72983

05.12.20 12:14:15

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

Supplier Details

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	72983	168202
Doc Date	15-12-2020	
Quote No	Nil	
Quote Date	15-12-2020	
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	40.00	2,186.00	0.00	18.00	103,179.20
2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	10.00	1,733.00	0.00	18.00	20,449.40
3 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	30.00	2,533.00	0.00	18.00	89,668.20
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	72.00	860.00	40.00	18.00	43,839.36
6 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	320.00	335.00	40.00	18.00	75,897.60
Total Order Value ...					354,160.48
Rupees : Three Lakh(s) Fifty Four Thousand One Hundred Sixty and Paise Fourty 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, 1 year warranty on hinges.
Advance Paid	Rs.1,77,000-00, 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**

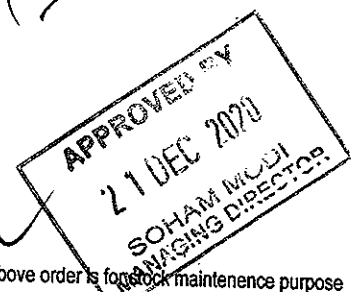
Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Requisition Form

Company Name:		SSLLP		Date:	10.12.20	
Site & Phase :		SHLLP		Time:	11.00	
Supplier				Req. No.	168202	
Material required before date:				ID No.	62188	
No	Description	Size	Quantity	Units	Inward No	Date
1	Panel doors	✓ 32"x82"	✓ 40	nos		
2	Panel doors	26"x80"	✓ 20	nos		
3	Panel doors	38"x80"	✓ 30	nos		
4	Mortise lock		✓ 8	nos		
5	Cylindrical lock		✓ 72	nos		
6	SS hinges		✓ 320	nos		
7						
8						
9						
10						
11						
Remarks: Stock maintenance and site use						
Prepared By		SOWMYA		Approved by		
Sign. & Date		10.12.2020		Sign. & Date		

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

APPROVED
15 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order



72678

25.11.20 1.28.07

Page(s) 1 of 1

03-Dec-20 1:49:30 PM

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

Supplier Details

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	72678	168181
Doc Date	03-12-2020	
Quote No	Nil	
Quote Date	03-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	8.00	3,730.00	40.00	18.00	21,126.72
2 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	48.00	860.00	40.00	18.00	29,226.24
3 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	80.00	335.00	40.00	18.00	18,974.40
4 2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	100.00	0.00	18.00	5,900.00
Total Order Value ...					75,227.36

Rupees : Seventy Five Thousand Two Hundred Twenty Seven and Paise Thirty Six Only.

Terms and Conditions :-

Specification / Brand 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. 37,613-00, by cheque....., dated.....

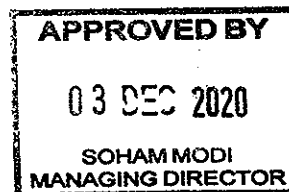
Other Terms We reserve the rights to reject the items if not as per specification damage if any in suppliers cost, above order is for stock maintenance purpose

Completion Date NIL

Measurement Nil

Security Nil

Remarks Nil

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name :

Date : _/_/

Requisition Form

Company Name:		SSLLP		Date:		2.12.20	
Site & Phase :		SHLLP		Time:		10.30	
Supplier				Req. No.		168181	
Material required before date:				ID No.		62080	
No	Description	Size	Quantity	Units	Inward No	Date	
1	MORTISE LOCK		✓ 8	NOS			
2	CYLINDRICAL LOCK		✓ 48	NOS			
3	SS HINGES		✓ 80	NOS			
4	DOOR STOPPER		50	NOS			
5							
6							
7							
8							
9							
10							
11							
Remarks: STOCK MAINTENANCE AND SITE USE							
Prepared By		SOWMYA		Approved by		✓	
Sign. & Date		2.12.2020		Sign. & Date			

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

