PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/1/21	Prepared by:	NEHA .C
PO/WO no.	73696 / 73697	PO / WO Date.	9/1/21
Supplier Name	Sri Balaji Enterp.	PO/WO amount	1,25,440 + 70004
Firm/Company	SSLLP	Project	SHLLP - 1,95,444
Sl. No.	Bill No.	Bill Date	Bill amount
1	144	11/1/21	2,01,878
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,01,878

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	144	11/1/21	82428	☑ 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:	2,01,878
Amount E – PO / WO value:	1,95,444
Amount F – Difference (A – E): GST-18%	6434
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	22/1/21
Remarks: Excess Recd	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	19/1/21	19/1					

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/-

"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.	Dated
144	11-01-2021
PO / DOC No.	D.C. No.
73696/73697	144
Vehicle No.	Destination
TS13UB-5675	

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	8301	ss.mortise lock hl 170 ass		4X15	60	2126.10	127566.00
2	8301	SS.Cylindre cal lock		24X1	24	490.20	11764.80
3	8302	SS.Hinges 4" HG 1151		40X4	160	190.95	30552.00
						Cartage	1200.00
					244		171082.80

INWARD
Inward No: 15602 Dt: 11/01/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 7345
Date: 18/1
Sign:

re Tax : Rs 171082.80 Tax Rs.: 30794.90 Post Tax Rs.: 201877.70 R/o Rs.: 0.30 **Final Rs.: 201878.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8301	171082.8	9%	15397.452	9%	15397.452			30794.90
								0
								0
Total	**171082.8**	**0.09**	**15397.452**	**0.09**	**15397.452**	**0**	**0**	**30794.90**

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**

SRI BALAJI ENTERPRISES SBE 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

"SHREE GANESHAY NAMAH"

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. **144**	Dated 11 January 2021
PO / DOC No. **73696/73697**	
Vehicle No. **RS13UB-5675**	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	8301	ss.mortise lock hl 170 ass		4x15	60 no	
2	8301	ss.cylindrical lock		24x1	24 no	
3	8302	ss.hinges 4" hg 1151		40x4	160 no	
					244	

INWARD
Inward No: 15602 Dt: 11/01/21
MRN No: 87428 Dt: 12/01/21
Received By: Sign:
SUMMIT SALES LLP

MRN. 87429

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.

MODI PROPERTIES PVT. LTD. SEC
INWARD
No. 44767
Date 18/1
Sign.

For SRI BALAJI ENTERPRISES
SRI BALAJI ENTERPRISES SBE 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

Purchase Order

09-Jan-21 2:19:43 PM

73696
09.01.21 11:04:30

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 Hyderbad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	73696	16791
Doc Date	09-01-2021	
Quote No	Nil	
Quote Date	28-12-2020	
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	50.00	3,730.00	43.00	18.00	125,439.90
					Total Order Value . . .	**125,439.90**

Rupees : One Lakh(s) Twenty Five Thousand Four Hundred Thirty Nine and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	Brand will be Dorset and Model is HL 170 SS Key and Knob
Payment Terms	50% advance balance after delivery
Tax	Included in the above prices
Delivery Date	With 4 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Warranty will be 5 years on mortise locks
Advance Paid	Rs.62,719-00, by cheque no......................., Dated.............
Other Terms	We reserve the rights to reject the items if not as spefified,damage is in suppliers account above order is for stock replanish 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 (Note: WRITE IN CAPITAL LETTERS)

Company Name	Summit Sales LLP				
Site & Phase	SHLLP			Requisition No.	16791
Date	02-01-21	Time:	10:55 AM		
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1	SS Mortise locks 73462	NA	50	Nos

Remarks: For Stock replenishment, purpose.

				ID No.	62752
Prepared By:	Prabhakar	Approved By:			
Sign. & Date:	02.01.21	Sign. & Date:			

APPROVED
02 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order

73697
09.01.21 11:04:30
:opy

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 Hyderbad-500001 **GSTIN** 36AEIPJ0494H1ZF 9030605690	**Doc No**	73697	168275
	Doc Date	09-01-2021	
	Quote No	Nil	
	Quote Date	09-01-2021	
	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	43.00	18.00	20,070.38
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	24.00	860.00	43.00	18.00	13,882.46
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	160.00	335.00	43.00	18.00	36,051.36
					Total Order Value . . .	**70,004.21**

Rupees : Seventy Thousand Four and Paise Twenty One Only.

Terms and Conditions :-

Specification / Brand	Brand will be Dorset and Model is HL 170 SS Key and Knob
Payment Terms	50% advance balance after delivery
Tax	Included in the above prices
Delivery Date	With 4 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Warranty will be 5 years on mortise locks
Advance Paid	Rs.35,002-00, by cheque no......................, Dated.............
Other Terms	We reserve the rights to reject the items if not as spefified,damage is in suppliers account above order is for stock replanish 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:	Summit sales llp	Date:	29.12.2020
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168275
Material required before date:		ID No.	62731

No	Description	Size	Quantity	Units	Inward No	Date
1	MORTISE LOCK		8	NOS		
2	CYLINDRICAL LOCK		24	NOS		
3	SS HINGES		160	NOS		
4						
5						
6						
7						
8						

78897

Remarks : For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	29.12.2020	Sign. & Date	

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

APPROVED BY
-1 JAN 2021
SOHAM MODI
MANAGING DIRECTOR