

PURCHASE DIVISION
Advice for approval for credit to supplier

Advice for approval for credit to supplier							
Date:	19/01/21		Prepared by:		NEHA .C		
PO/WO no.	73696 / 73697		PO / WO Date.		9/1/21		
Supplier Name	S= Salai Enterp.		PO/WO amount		1,25,440 + 7000 y		
Firm/Company	SSCLP		Project		SHCLP - 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:						-	
Amount E – PO / WO value:						2,01,878	
Amount F – Difference (A – E): GST-18%						1,95,444	
Quantity received as per PO /WO						6434	
Is difference between PO / Bill acceptable?						☐ Yes ☒ Excess received ☐ Short received ☐ Other (explained below)	
Excess / short material received						☐ Yes ☐ No (explained below)	
Close PO / W?O						☐ Approved – within acceptable limits ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)						☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Payment – due date						☐ Yes – Rs. ___/- ☒ No	
Remarks:						22/1/21	
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 IV for additional sheets if quantity of bills or DCs is more than the attachment? 3 Bills							

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.

144

Dated

11-01-2021

PO / DOC No.

73696/73697

D.C. No.

144

Vehicle No.

TS13UB-5675

Destination

Billing Address :

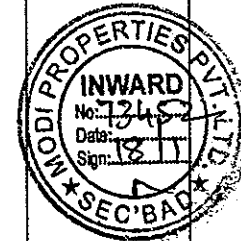
Summit Sales LLP
5-4-187/3&4, 11nd Floor
MG Road, Secunderabad - 03
GSTN : 36ACQFS2044C1Z7

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 hi 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
						Carriage	1200.00
						244	171082.80

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



Pre 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.

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



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.

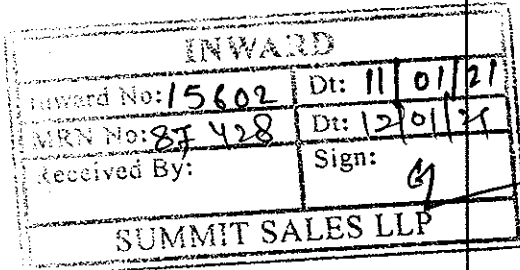
Billing Address :

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

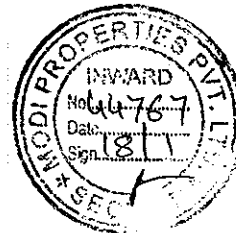
S. NO.	HSN	Description	Thickness	Size	Qty	Remark
1	8301	ss.mortise lock hl 170 ass		4x15	60 no	
2	8301	ss.cylindrical lock		24x1	24 no	
3	8302	ss.hinges 4" hg 1151		40x4	160 no	
						244



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.



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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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 Hyderabad-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.
Penalty 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 specified, damage is in suppliers account above order is for stock replenish purpose
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Name :

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Date : ____/____/____

REQUISITION FORM (Note: WRITE IN CAPITAL LETTERS)

Company Name	Summit Sales LLP				
Site & Phase	SHLLP				
Date	02-01-21	Time:	10:55 AM	Requisition No.	16791
Supplier					
Material required before					
Sl. No.	Description	SIZE	QTY	UNITS	
1	SS Mortise locks	NA	50	Nos	
Remarks: For Stock replenishment, purpose.					
Prepared By:	Prabhakar	Approved By:	ID: 62752		
Sign. & Date:	02.01.21	Sign. & Date:			

APPROVED
02 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order

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09-Jan-21 2:57:49 PM



73697

09.01.21 11:04:30

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	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
Rupees : Seventy Thousand Four and Paise Twenty One Only.					Total Order Value . . . 70,004.21

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.
Penalty 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 specified, damage is in suppliers account above order is for stock replenish purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

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							
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