PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11-02-2021	Prepared by:	PRABHAKAR.P
PO/WO no.	74114	PO / WO Date.	23-01-21
Supplier Name	SRI BALAJI ENTERPRISES	PO/WO amount	4,513-20
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	161	05-02-21	4,513-20
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,513-20

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88347	☑ 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:	4,513-20
Amount E – PO / WO value:	4,513-20
Amount F – Difference (A – E): GST-18%	

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	**15-02-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 12 FEB 2021				
Date		11/2	MANISH PARIKH MANAGER PROCUREMENT				

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
161	05-02-2021
PO / DOC No.	D.C. No.
74114	163
Vehicle No.	Destination
TS12UC-8002	

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

5/2/21

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	FLUSH DOOR (78X26 STD SAIZ)	30mm	72X24	4	1127.00	4508.00
						Cartage	
					4		4508.00

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★ INWARD No: 74191 Date: 09/02 Sign: Neha

INWARD
Inward No: 15756 Dt: 5/2/21
MRN No: 88842 Dt: 8/2/21
Received By:
Sign:
SUMMIT SALES LLP

re Tax : Rs 4508.00 Tax Rs.: 811.44 Post Tax Rs.: 5319.44 R/o Rs.: -0.44 **Final Rs.: 5319.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	4508	9%	405.72	9%	405.72			811.44
Total	4508	0.09	405.72	0.09	405.72			811.44

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.

Certified by:
Stores Manager

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

 23-Jan-21 2:01:52 PM

Purchase Order

74114
16.01 21 11:00:14

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**	74114	168330
	Doc Date	23-01-2021	
	Quote No	nil	
	Quote Date	23-01-2021	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2007 - Carpentry - doors - Flush Door - 30mm - other - sft 6'x2'- 4 nos	48.00	80.00	0.00	18.00	4,531.20
					Total Order Value . . .	**4,531.20**

Rupees : Four Thousand Five Hundred Thirty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	Flush door Rate per sft is Rs. 80+18% GST
Payment Terms	After delivery and production of bills
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
Advance Paid	Nil
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 Labour quarters , purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	Standerd sizes of door will be calculated.

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:	21.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168330
Material required before date:		ID No.	63264

No	Description	Size	Quantity	Units	Inward No	Date
1	FLUSH DOORS	6'X2'	4	NOS		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Remarks: For Labour quarters purposes

Prepared By	SOWMYA	Approved by	
Sign.& Date	21.1.2021	Sign. & Date	

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

7C9114

APPROVED
22 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE