

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.
1.			88347
2.			
3.			
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
Sign:			
Date			

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.

161

Dated

05-02-2021

PO / DOC No.

74114

D.C. No.

163

Vehicle No.

TS12UC-8002

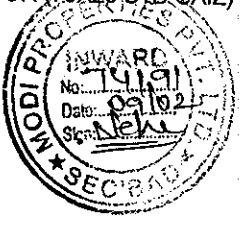
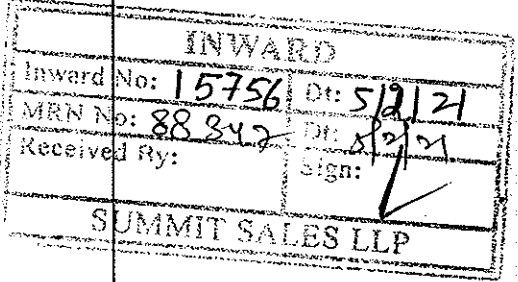
Destination

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

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
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



74114

16.01.21 11:00:14

Page(s) 1 Of 1

23-Jan-21 2:01:52 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	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 6x2'- 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.
Penalty 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 :

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

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.

APPROVED
27 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE