PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/3/21	Prepared by:	NEHA
PO/WO no.	74609	PO / WO Date.	9/2/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	8873/-
Firm/Company	SSHLP	Project	Summith Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	184	17/3/21	10638/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10638/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90217	☑ 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:	10638/-
Amount E – PO / WO value:	8873/-
Amount F – Difference (A – E): GST-18%	1765/-

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	25/3/21

Remarks: STD size can be consided

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		17/3					

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. **184**	Dated **17-03-2021**
	PO / DOC No. **74609**	D.C. No. **183**
	Vehicle No. **TS09UC-7860**	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	72X23.50	8	1127.00	9016.00
		INWARD Inward No: 16022 Dt: 17/3/21 MRN No: 90217 Dt: 18/3/21 Received By: Sign: SUMMIT SALES LLP			Certified by: Stores Manager	Cartage	
					8		9016.00

re Tax : Rs 9016.00 Tax Rs.: 1622.88 Post Tax Rs.: 10638.88 R/o Rs.: 0.12 **Final Rs.: 10639.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	9016	9%	811.44	9%	811.44			1622.88
Total	**9016**	**0.09**	**811.44**	**0.09**	**811.44**			**1622.88**

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.
INWARD
No. 75505
Date 18/3
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

09-Feb-21 2:27:38 PM

Purchase Order

Original / 74609

10.02.21 4:59:45

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	74609	182622
Doc Date	09-02-2021	
Quote No	Nil	
Quote Date	09-02-2021	
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 *72"x23.5"- 08 nos*	94.00	80.00	0.00	18.00	8,873.60
					Total Order Value . . .	**8,873.60**

Rupees : Eight Thousand Eight Hundred Seventy Three and Paise Sixty 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
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:	
Site & Phase :	Summit sales	Time:	
Supplier		Req. No.	182622
Material required before date:		ID No.	63778

No	Description	Size	Quantity	Units	Inward No	Date
1	Square pipe (2.5mm thick)	75mmx75mm	34	Lengths		
2	L-Angle (8mm Thick)	75mmx75mm	02	Lengths		
3	L-Angles(6mm thick)	40mmx40mm	40	Lengths		
4	Nuts and Bolts with double washers	12mm	10	kgs		
5	Nuts & Bolts with double washers	6mmx65mm	06	kgs		
6	Aerocon Sandwich Panel (Thick-50mm)	2'x8'	100	Nos	PS	
7	Flush Door 74609	72" X 23.5"	08	Nos	PS	
8	**Aldrop** 74656	8"	08	Nos	85718	
9	MS Hinges	3"	16	Nos	177181	
10	**Note :- Material is only for 4 in 1**				11.25	
11	**-0 2 Nos** (8 Quarters)					

Remarks: -For 4 in 1 Portable labor Quarters, & Aerocon Pannels to be deliver at GVRC site.

Prepared By		Approved by	
Sign.& Date		Sign. & Date	APPROVED 09 FEB 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

Company Name:		Date:	21.02.2020
Site & Phase :		Time:	12.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks:

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

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