PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/4/21	Prepared by:	PRABHAKAR
PO/WO no.	74920	PO / WO Date.	18/02/21.
Supplier Name	SS Balaji Enterprises	PO/WO amount	15,300-00
Firm/Company	Summit Sales LLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	192	29/3/21	21,420-00
2			
3			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			21,420-00.

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	192	29/3/21	90675	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges/Charges	— -
Amount C –Other Debits :	— -
Amount D (D=A+B-C) – Amount to be credited to the supplier:	21,420-00
Amount E – PO / WO value:	15,300-00
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	12/4
Remarks:	Price was wrong written in the PO, Can be considered.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		5/4					

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. **192**	Dated **29-03-2021**
PO / DOC No. **74920**	D.C. No. **192**
Vehicle No. **RAGU**	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	8301	GODREJ PAD LOCK 7LEVER	MRP.350		72	252.12	18152.64
						Cartage	
					72		18152.64

INWARD
Inward No: 16113 Dt: 29/3/21
GRN No: 90675 Dt: 29/3/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

re Tax : Rs 18152.64 Tax Rs.: 3267.48 Post Tax Rs.: 21420.12 R/o Rs.: -0.12 **Final Rs.: 21420.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8301	18152.64	9%	1633.7376	9%	1633.7376			3267.48
								0
								0
Total	**18152.64**	**0.09**	**1633.7376**	**0.09**	**1633.7376**	**0**	**0**	**3267.48**

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.

7606 30/3/21

For **SRI BALAJI ENTERPRISES**

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. **192**	Dated 29 March 2021
PO / DOC No. **74920**	
Vehicle No. **RAGU**	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	GODREJ PAD LOCK 7LEVER		MRP-350	72 NOS	
					72	

INWARD
Inward No: 16113 Dt: 29/3/21
GRN No: 90675 Dt: 29/3/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

TERMS & CONDITIONS :
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5. Subject to Hyderabad Jurisdiction.

MODI PROPERTIES PVT. LTD. INWARD No. Date. Sign. SEC'BAD

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

 19-02-2021 11:48:39 AM

74920
16.02.21 11:20:52

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	**Doc No**	74920	168409
	Doc Date	18-02-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	18-02-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2147 - Carpentry - hardware - Pad Lock - NA - nos	72.00	250.00	15.00	0.00	15,300.00
					Total Order Value . . .	**15,300.00**

Rupees : Fifteen Thousand Three Hundred Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock revision, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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:	17.2.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168409
Material required before date:		ID No.	64032

No	Description	Size	Quantity	Units	Inward No	Date
1	Pad locks		72	nos		
	74920					

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	17.2.2021	Sign. & Date	

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