

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 7/5/21		Prepared by: HEMENDRA	
PO/WO no. 76276		PO / WO Date. 8/4/21	
Supplier Name Sui Balgi Encl P		PO/WO amount 1,48,311/-	
Firm/Company S S L P		Project S S L P	
Sl. No.	Bill No.	Bill Date	Bill amount
1	17	5/5/21	1,48,311/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,48,311/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.	17	5/5/21	91786 ☒ 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:			1,48,311/-
Amount E – PO / WO value:			1,48,311/-
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. 1/- ☒ No 74,155/-	
Payment – due date		13/5/21	
Remarks: Incomplete Bill			
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.

17

Dated

05-05-2021

PO / DOC No.

76276

D.C. No.

Vehicle No.

TS07UH-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	8301	ss mortise lock hl 170 ASS ✓		4X2	8 ✓	2231.55	17852.40
2	8301	SS.Cylindre cal lock ✓		24X3	72 ✓	510.15	36730.80
3	8302	ss door stopper na ✓		50X2	100 ✓	100.00	10000.00
4	8302	SS.Hinges 4" HG 1151 ✓		40X8	320 ✓	190.95	61104.00
					500		125687.20

Inward No: 16314
MRN No: 91786
Received By: 81

SUMMIT SALES LLP

Certified by:

Stores Manager Cartage

re Tax : Rs 125687.20

Tax Rs.: 22623.70

Post Tax Rs.: 148310.90

R/o Rs.: 0.10

Final Rs.: 148311.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8301	125687.2	9%	11311.848	9%	11311.848			22623.70
Total	125687.2	0.09	11311.848	0.09	11311.848			22623.70

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**

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

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08-Apr-21 4:28:57 PM

Original

76276
30.03.21 4:59:15

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	76276	168572
Doc Date	08-04-2021	
Quote No	Nil	
Quote Date	08-04-2021	
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	3,915.00	43.00	18.00	21,065.83
2 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	72.00	895.00	43.00	18.00	43,342.34
3 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	320.00	335.00	43.00	18.00	72,102.72
4 2092 - Carpentry - hardware - Door Stopper - NA - nos	100.00	100.00	0.00	18.00	11,800.00
Total Order Value . . .					148,310.90

Rupees : One Lakh(s) Fourty Eight Thousand Three Hundred Ten and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand Hardware is Dorset brand, with 43% discount

Payment Terms 50% Advance balance after delivery

Tax Included in the above prices

Delivery Date With in 4 days

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Cost Nil

Warranty Two years on cylindrical locks, 5 years on mortise locks

Advance Paid Rs. 74,155-00, by cheque.....,

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 Stock replenish, purpose

Completion Date NIL

Measurment Nil

Security Nil

Remarks nil

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:		06.04.2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		13:16	
Supplier				Req. No.		168572	
Material required before date:					ID No.		65299
No	Description	Size	Quantity	Units	Inward No	Date	
1	Non WPC -Panel door-internal,bedroom	32"x82"	✓50	No's			
2	Non WPC -Panel door-internal,bathroom	26"x80"	✓50	nos			
3	Mortise Lock		✓8	nos			
4	Cylindrical Lock		✓12	nos			
5	SS/Hinges		✓320	nos			
6	Magnetic door stopper		✓100	nos			
Remarks:FOR STOCK MAINTENANCE PURPOSE							
Prepared By		NEHA					
Sign.& Date		06.04.2021		Sign. & Date			

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

