

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date: 27/5/21		Prepared by: HEMENDRA	
PO/WO no. 77158		PO / WO Date. 15/5/21	
Supplier Name Sri Balaji Enterprises		PO/WO amount 2,93,923/-	
Firm/Company SSKP		Project SSKP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	23	17/5/21	1,17,075/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			1,17,075/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	23	17/5/21	92061 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B - Other Credits : Transportation charges + GST			1770/-
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier:			1,17,075/-
Amount E - PO / WO value:			2,93,923/-
Amount F - Difference (A - E): GST-18%			176,848/-
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 / WO		☐ Yes ☒ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☒ Yes - Rs. /- ☐ No 1,16,900/-	
Payment - due date			
Remarks: Incomplete P20P			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts 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/-

X

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.

23

Dated

17-05-2021

PO / DOC No.

77158

D.C. No.

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	8301	SS Cylindrical lock		24X5	120 ✓	510.15	61218.00
2	4418	Masonite 2 pnl door	32mm	80X38	10 ✓	2534.00	25340.00
3	8301	SS Mortise lock HL 170 ASS			5 ✓	2231.55	11157.75
INWARD Inward No: 15393 Dt: 17/5/21 MRN No: 92061 Dt: 17/5/21 Received By: Sign: SUMMIT SALES LLP Certified by: Stores Manager							
					135	Cartage	1500.00
							99215.75

Pre Tax : Rs 99215.75

Tax Rs.: 17858.84

Post Tax Rs.: 117074.59

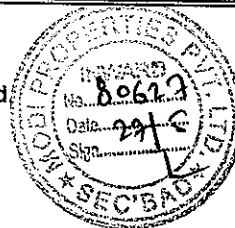
R/o Rs.: 0.41

Final Rs.: 117075.00

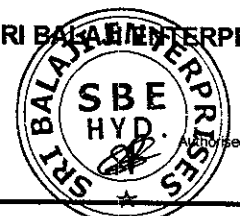
HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8301	99215.75	9%	8929.4175	9%	8929.4175			17858.84
Total	99215.75	0.09	8929.4175	0.09	8929.4175			17858.84

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



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

15-May-21 11:35:26 AM



77158

06.05.21 4:35:38

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	77158	168676
Doc Date	15-05-2021	
Quote No	Nil	
Quote Date	15-05-2021	
SupplyType	Supply	

Kind Attn : Mr. Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	10.00	2,168.44	0.00	18.00	25,587.59
2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	10.00	1,734.00	0.00	18.00	20,461.20
3 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	10.00	1,777.00	0.00	18.00	20,968.60
4 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	10.00	2,534.00	0.00	18.00	29,901.20
5 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	20.00	3,915.00	43.00	18.00	52,664.58
6 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	895.00	43.00	18.00	72,237.24
7 2285 - Carpentry - hardware - SS Hinges - Others - nos	320.00	335.00	43.00	18.00	72,102.72
Total Order Value . . .					293,923.13
Rupees : Two Lakh(s) Ninty Three Thousand Nine Hundred Twenty Three and Paise Thirteen Only.					

Terms and Conditions :-

Specification / Brand	2 panel doors with mango wood frame hard wood filling with masonite skin both sides Rs. 120+18% GST, Hardware is Dorset brand, with 43% discount
Payment Terms	50% advance balance after delivery
Tax	Included in the above prices
Delivery Date	With in a week
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	One year replacement warranty on doors, two years on cylindrical locks, 5 years on mortise locks
Advance Paid	Rs. 1,46,900-00, 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 replanish, purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
For Summit Sales LLP	

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : ____/____/____

tot Amt - 2,93,923/-
Bill 23-17/5-1,19,075/-
(-) 17/5-1,19,075/-
1,75,078/-

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:	11.05.2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:	12:00	
Supplier				Req. No.	168676	
Material required before date:				ID No.	66112	
No	Description	Size	Quantity	Units	Inward No	Date
1	Panel Doors		10	nos		
2	Panel Doors	32"x82"	10	nos		
3	Panel Doors	26"x80"	10	nos		
4	Panel Doors	26"x82"	10	nos		
5	Mortise Lock	38"x80"	10	nos		
6	Cylindrical Lock		20	nos		
7	S.S.Hinges		120	nos		
Remarks: For Stock maintenance purpose			320	nos		
Prepared By		BHAVANI				
Sign & Date		11.05.2021		Sign. & Date		

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

APPROVED BY
13 MAY 2021
SOHAM MODI
MANAGING DIRECTOR