PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/6/21	Prepared by:	B. Meenakshi
PO/WO no.	77491	PO / WO Date.	8/6/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	71,956/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	37	23/6/21.	71,956
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			71,956/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			93056	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	1,652/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	73,608/-
Amount E – PO / WO value:	71,956/-
Amount F – Difference (A – E): GST-18%	1,652/-

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. 35,900/- ☐ No
Payment – due date	28/6/21
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	26/6/21	26/6/21					

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
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana

Invoice No. **37**	Date **23-06-2021**
Place of supply **36-Telangana**	PO number **77491**
Vehicle Number **TS09UC-7860**	

Bill To

SUMMIT SALES LLP

5-4-187/3& 4, 2 nd Floor,
MG Road, Secunderabad - 03

Contact No.: 9502277299

GSTIN Number: 36ACQFS2044C1Z7

State: 36-Telangana

Ship To

SUMMIT HOUSING LLP
Cherlapally Behind Kingston PG College
pin cod -500051 (R.R. DSTI)

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	Masonite 2 pnl door (80x26)	4418	80X26	5	NOS	₹ 1,734.00	₹ 1,560.60 (18%)	₹ 10,230.60
2	Masonite 2 pnl Door (82x26)	4418	82X26	10	NOS	₹ 1,777.00	₹ 3,198.60 (18%)	₹ 20,968.60
3	Masonite 2 pnl Door (80x32)	4418	82X32	10	NOS	₹ 2,187.00	₹ 3,936.60 (18%)	₹ 25,806.60
4	Masonite 2 pnl Door (80x38)	4418	80X38	5	NOS	₹ 2,534.00	₹ 2,280.60 (18%)	₹ 14,950.60
5	TRANSPORT			1	-	₹ 1,400.00	₹ 252.00 (18%)	₹ 1,652.00
	Total			**31**			**₹ 11,228.40**	**₹ 73,608.40**

Invoice Amount In Words

Seventy Three Thousand Six Hundred Eight Rupees only

Amounts:

Sub Total	₹ 73,608.40
Round off	- ₹ 0.40
Total	**₹ 73,608.00**
Received	₹ 0.00
Balance	₹ 73,608.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 1,400.00	9%	₹ 126.00	9%	₹ 126.00	₹ 252.00
4418	₹ 60,980.00	9%	₹ 5,488.20	9%	₹ 5,488.20	₹ 10,976.40
Total	**₹ 62,380.00**		**₹ 5,614.20**		**₹ 5,614.20**	**₹ 11,228.40**

Terms and conditions:

Thanks for doing business with us!

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD

Authorized Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 81506 Date 25/6 Sign.

INWARD
Inward No: 16492 23/6/21
MRN No: 93056 24/6/21
Received By:
SUMMIT SALES LLP

Certified by:

Stores Manager

Purchase Order

 08-Jun-21 10:09:04 AM

77491
10.06.21 10:30:29

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**	77491	168719
	Doc Date	08-06-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-06-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	10.00	2,187.00	0.00	18.00	25,806.60
2	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
3	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	5.00	1,734.00	0.00	18.00	10,230.60
4	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	5.00	2,534.00	0.00	18.00	14,950.60
					Total Order Value . . .	**71,956.40**

Rupees : Seventy One Thousand Nine Hundred Fifty Six and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, grain texture, HDF, Rate per sft is Rs.120/- GST 18% Extra,
Payment Terms	50% advance payment
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 Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs. 35,900-00, by RTGS/NEFT, dated..........
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 MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
- 9 JUN 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Sri Balaji Enterprises*

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		01-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00	
Supplier				Req. No.		168719	
Material required before date:				ID No.		66428	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Non WPC Panel Door	32"x82"	10	Nos			
2	Non WPC Panel Door	26"x82"	10	Nos			
3	Non WPC Panel Door	26"x80"	5	Nos			
4	Non WPC Panel Door	38"x80"	5	Nos			
Remarks:For Stock Maintenance Purpose							
Prepared By		BHAVANI					
Sign.& Date		01-06-2021		Sign. & Date			

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

APPROVED BY
-9 JUN 2021
SOHAM MODI
MANAGING DIRECTOR