

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>30/6/21</u>		Prepared by: <u>HIEMENDRA</u>	
PO/WO no. <u>77835</u>		PO / WO Date. <u>18/6/21</u>	
Supplier Name <u>Sri Balaji Enhp</u>		PO/WO amount <u>67,96/-</u>	
Firm/Company <u>SSLLP</u>		Project <u>SSLLP</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>44</u>	<u>29/6/21</u>	<u>43,518/-</u>
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>40,992/-</u>
Sl. No.	DC No.	DC. Date	MRN No.
1.	<u>44</u>	<u>29/6/21</u>	<u>93307</u>
2.			
3.			
Amount B –Other Credits : Transportation charges <u>+2200/- +187/-</u>			<u>2,598/-</u>
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			<u>43,518/-</u>
Amount E – PO / WO value:			<u>67,96/-</u>
Amount F – Difference (A – E): GST-18%			<u>24,443/-</u>
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. <u>33,900/-</u> ☐ No	
Payment – due date			
Remarks: <u>27/7/21</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<u>X</u>		
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 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana				Invoice No. 44		Date 29-06-2021	
				Place of supply 36-Telangana		PO number 77835	
				Vehicle Number TS12UC-8002			
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	20	NOS	₹ 1,734.00	₹ 6,242.40 (18%)	₹ 40,922.40
2	TRANSPORT			1	-	₹ 2,200.00	₹ 396.00 (18%)	₹ 2,596.00
Total				21			₹ 6,638.40	₹ 43,518.40

Invoice Amount In Words Forty Three Thousand Five Hundred Eighteen Rupees only		Amounts: Sub Total ₹ 43,518.40 Round off - ₹ 0.40 Total ₹ 43,518.00 Received ₹ 0.00 Balance ₹ 43,518.00	
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 2,200.00	9%	₹ 198.00	9%	₹ 198.00	₹ 396.00
4418	₹ 34,680.00	9%	₹ 3,121.20	9%	₹ 3,121.20	₹ 6,242.40
Total	₹ 36,880.00		₹ 3,319.20		₹ 3,319.20	₹ 6,638.40

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	
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For SRI BALAJI ENTERPRISES



Authorized Signatory

INWARD	
Inward No: 16542	Dr: 29/6/21
MRN No: 93307	Dr: 29/6/21
Received By:	Sign: 82
SUMMIT SALES LLP	

Certified by: Stores Manager

Purchase Order

18-Jun-21 2:33:51 PM



77835

19.06.21 11:30:41

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	77835	168760
Doc Date	18-06-2021	
Quote No	Nil	
Quote Date	18-06-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	20.00	1,734.00	0.00	18.00	40,922.40
2 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	120.00	335.00	43.00	18.00	27,038.52
Total Order Value . . .					67,960.92
Rupees : Sixty Seven Thousand Nine Hundred Sixty and Paise Ninty Two 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
Penalty For Delay	Nil
Transportation Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs. 33,900-00, 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 SSSLP stock
- ☐ Other

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:	16-06-2021			
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00			
Supplier		Req. No.	168760			
Material required before date:		ID No.	66790			
S. No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC Panel Door	26"x80"	20	Nos		
2	SS Hinges		120	Nos		
Remarks: For Stock Maintenance Purpose						
Prepared By	BHAVANI					
Sign. & Date	16-06-2021	Sign. & Date				

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

