PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/7/21	Prepared by:	HEMENDRA
PO/WO no.	77835	PO / WO Date.	18/6/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	67,981/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	J3	21/7/21	27,039/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 27,039/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	J3	21/7/21	94207	☑ 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:	27,039/-
Amount E – PO / WO value:	67,981/-
Amount F – Difference (A – E): GST-18%	40,992/-

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 33,900/-
Payment – due date	29/7/21
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 22 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
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.	Date
53	21-07-2021
Place of supply: 36-Telangana	PO date: 18-06-2021
PO number: 77835	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	Discount	GST	Amount
1	SS HINGES HG 1151	8302	40X3	120	NOS	₹ 335.00	₹ 17,286.00 (43%)	₹ 4,124.52 (18%)	₹ 27,038.52
	Total			**120**			**₹ 17,286.00**	**₹ 4,124.52**	**₹ 27,038.52**

Invoice Amount In Words
Twenty Seven Thousand Thirty Nine Rupees only

Amounts:

Sub Total	₹ 27,038.52
Round off	₹ 0.48
Total	**₹ 27,039.00**
Received	₹ 0.00
Balance	₹ 27,039.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 22,914.00	9%	₹ 2,062.26	9%	₹ 2,062.26	₹ 4,124.52
Total	**₹ 22,914.00**		**₹ 2,062.26**		**₹ 2,062.26**	**₹ 4,124.52**

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

SUMMIT SALES LLP IN WARD No: 82597 Date: 22/7 Sign: R.R. DIST.

For, SRI BALAJI ENTERPRISES
SRI BALAJI ENTERPRISES SBE HYD.
Authorized Signatory

INWARD	
Inward No: 16643	Dt: 21/7/21
MRN No: 94207	Dt: 21/7/21
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Page(s) 1 Of 1 18-Jun-21 2:33:51 PM

Purchase Order

77835
19.06.21 11:30:41

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 **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
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. 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	

TPT- 2594
Bill - 43,582/-
44
29/6

Bal - 24,443/-

Bill 53
2/7 - 27039/-

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSLLP 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		APPROVED BY
Sign.& Date	16-06-2021	Sign. & Date	17 JUN 2021 SOHAM MODI MANAGING DIRECTOR

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

17835