PURCHASE DIVISION
Advice for approval for credit to supplier

(c)

Date:	22/7/21	Prepared by:	HEMENDRA
PO/WO no.	78565	PO / WO Date.	13/7/21
Supplier Name	Sri Balaji Entp	PO/WO amount	13,865/-
Firm/Company	SSLLP	Project	SRLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	52	21/7/21	18,733/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,733/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	52	21/7/21	94208	☑ 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:	18,733/-
Amount E – PO / WO value:	13,865/-
Amount F – Difference (A – E): GST-18%	4,868/-

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
Payment – due date	29/7/21

Remarks: Price diff. per 6MM fischer 11 Box Received Excess Rs 1,622/- difference Rs 4,868/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		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. **52**	Date **21-07-2021**
	Place of supply **36-Telangana**	PO date **13-07-2021**
	PO number **78565**	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	Quantity	Unit	Price/ Unit	GST	Amount
1	FISCHER 5MM	3926	50	BOX	₹ 165.00	₹ 1,485.00 (18%)	₹ 9,735.00
2	FISCHER 6MM	3926	61	BOX	₹ 125.00	₹ 1,372.50 (18%)	₹ 8,997.50
	Total		**111**			**₹ 2,857.50**	**₹ 18,732.50**

Invoice Amount In Words

Eighteen Thousand Seven Hundred Thirty Three Rupees only

Amounts:

Sub Total	₹ 18,732.50
Round off	₹ 0.50
Total	**₹ 18,733.00**
Received	₹ 0.00
Balance	₹ 18,733.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
3926	₹ 15,875.00	9%	₹ 1,428.75	9%	₹ 1,428.75	₹ 2,857.50
Total	**₹ 15,875.00**		**₹ 1,428.75**		**₹ 1,428.75**	**₹ 2,857.50**

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 R.R. DIST. INWARD No: 82598 Date: 22/2 Sign:

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD	
Inward No: 1664	Dt: 21/7/21
MRN No: 914 208	Dt: 21/7/21
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Purchase Order

13-07-2021 4:59:25 PM

78565
12.07.21 11:10:50

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**	78565	168804
	Doc Date	13-07-2021	
	Quote No	Nil	
	Quote Date	13-07-2021	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2100 - Carpentry - hardware - Fischer - 6mm - pkts	50.00	100.00	0.00	18.00	5,900.00
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	50.00	135.00	0.00	18.00	7,965.00
					Total Order Value . . .	**13,865.00**

Rupees : Thirteen Thousand Eight Hundred Sixty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Included in the above prices
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
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 maintenence purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Authorised Signatory

Name : 13/07/2021

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	03:00
Supplier		Req. No.	168804
Material required before date:		ID No.	67410

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher Plug-Bosh 78565	5mm	40	Pkts		
2	Fisher Plug-Bosh	6mm	50	Pkts		
3	SS Screws-CSK 78566	32x6mm	20	Pkts		
4	SS Screws-CSK	38x8mm	20	Pkts		
5	Hold Fast	4"	100	Kgs		
6	Measurment Tapes	5mtrs	20	Nos		
7	Measurment Tapes PVC 78568	30mtrs	05	Nos		
8	Measurment Tapes	100mtrs	05	Nos		
9	Bombay Nails 78567	2"	20	Kgs		
10	Bombay Nails	2 1/2"	20	Kgs		
11	Plastic Gampa	17"	60	Nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	BHAVANI		
Sign.& Date	06-07-2021	Sign. & Date	

APPROVED BY
08 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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