PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/8/21	Prepared by:	HEMENDRA
PO/WO no.	7885	PO / WO Date.	21/7/21
Supplier Name	Sai Balaji Enterprises	PO/WO amount	9,735/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	65	31/7/21	9,735/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,735/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	65	31/7/21	94622	☑ 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:	—
Amount E – PO / WO value:	9,735/-
Amount F – Difference (A – E): GST-18%	9,735/-

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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		02 AUG 2021				
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. **65**	Date **31-07-2021**
Place of supply **36-Telangana**	PO date **21-07-2021**
PO number **78851**	Vehicle Number **TS09UC7860**

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	FISCHER 5MM	3926	5MM	50	BOX	₹ 165.00	₹ 1,485.00 (18%)	₹ 9,735.00
	Total			**50**			**₹ 1,485.00**	**₹ 9,735.00**

Invoice Amount In Words

Nine Thousand Seven Hundred Thirty Five Rupees only

Amounts:

Sub Total	₹ 9,735.00
Total	**₹ 9,735.00**
Received	₹ 0.00
Balance	₹ 9,735.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
3926	₹ 8,250.00	9%	₹ 742.50	9%	₹ 742.50	₹ 1,485.00
Total	**₹ 8,250.00**		**₹ 742.50**		**₹ 742.50**	**₹ 1,485.00**

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

INWARD
Inward No: 16707 Dt: 31/7/21
GRN No: 94622 Dt: 02/8/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 82967
Date: 2/8/21
Sign:

Purchase Order

78851
16.07.21 4:16:36

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**	78851 168829
	Doc Date	21-07-2021
	Quote No	Nil
	Quote Date	21-07-2021
	SupplyType	Supply

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2099 - Carpentry - hardware - Fischer - 5mm - pkts	50.00	165.00	0.00	18.00	9,735.00
					Total Order Value . . .	**9,735.00**

Rupees : Nine Thousand Seven Hundred Thirty 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 : 22/07/2021

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	14-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00
Supplier		Req. No.	168829
Material required before date:		ID No.	67662

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher Plug-Bosh 78851	5mm	50	Pkts		
2	SS Screws-Pin Head	25x6mm	10	Pkts		
3	SS Screws-Pin Head 78852	32x6mm	20	Pkts		
4	SS Screws-Pin Head	50x6mm	10	Pkts		
5	SS Screws-CSK	38x8mm	20	Pkts		
6	Measurement Tape 78853	5mtrs	20	Nos		
7	Bombay Nails	2"	30	Kgs		
8	Bombay Nails	2 1/2"	30	Kgs		
9	Bombay Nails 78809	3"	20	Kgs		
10	Plastic Gampa	17"	60	Nos		
11	SS Screws	35x8mm	20	Pkts		

Remarks:For Stock maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	14-07-2021	Sign. & Date	APPROVED BY 17 JUL 2021 SOHAM MODI MANAGING DIRECTOR

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