PURCHASE DIVISION
Advice for approval for credit to supplier

(1)

| | | | |
|---|---|---|---|
| Date: | 4/9/21 | Prepared by: | Hemendra |
| PO/WO no. | 79960 + 79191 | PO / WO Date. | 24/8 & 30/7/21 |
| Supplier Name | Sai Balaji Enterprises | PO/WO amount | 9,735/- + 9,735/- = 19,470/- |
| Firm/Company | SSLLP | Project | SSLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 83 | 1/9/21 | 19,470/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Amount A – Bills total(Excluding Transport & Hamali Charges): 19,470/-

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 83 | 1/9/21 | 95879 | ~~□ 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: | 19,470/- |
| Amount E – PO / WO value: 9,735/- + 9,735/- = | 19,470/- |
| Amount F – Difference (A – E): GST-18% | |

| | |
|---|---|
| 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 | 10/9/21 |

Remarks: PO 79960 & 79191 Combine Bill Item Same

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | | | | | |
| Date | | | | | | | |

APPROVED
04 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bill 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**<br># 14-1-418, NEAR ROCKET GROUND<br>NEW AGHAPURA HYDERABAD<br>500001 T.S<br>Phone no.: 9030605690<br>Email: seetaram.joshi@yahoo.com<br>GSTIN: 36AEIPJ0494H1ZF<br>State: 36-Telangana | Invoice No.<br>**83** | Date<br>**01-09-2021** |
| | Place of supply<br>**36-Telangana** | PO date<br>**24-08-2021** |
| | PO number<br>**79191/79960** | Vehicle Number<br>**TS12UC-2008** |
| Bill To<br>**SUMMIT SALES LLP**<br>5-4-187/3& 4, 2 nd Floor,<br>MG Road, Secunderabad - 03<br>Contact No.: 9502277299<br>GSTIN Number: 36ACQFS2044C1Z7<br>State: 36-Telangana | Ship To<br>SUMMIT HOUSING LLP<br>Cherlapally Behind Kingston PG College<br>pin cod -500051 (R.R. DSTI)GMR | |

| # | Item name | HSN/ SAC | Quantity | Unit | Price/ Unit | GST | Amount |
|---|---|---|---|---|---|---|---|
| 1 | FISCHER SMM | 3926 | 100 | BOX | ₹ 165.00 | ₹ 2,970.00 (18%) | ₹ 19,470.00 |
| | **Total** | | **100** | | | **₹ 2,970.00** | **₹ 19,470.00** |

Invoice Amount In Words

**Nineteen Thousand Four Hundred Seventy Rupees only**

**Amounts:**

| | |
|---|---|
| Sub Total | ₹ 19,470.00 |
| **Total** | **₹ 19,470.00** |
| Received | ₹ 0.00 |
| Balance | ₹ 19,470.00 |

| HSN/ SAC | Taxable amount | CGST | | SGST | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| 3926 | ₹ 16,500.00 | 9% | ₹ 1,485.00 | 9% | ₹ 1,485.00 | ₹ 2,970.00 |
| **Total** | **₹ 16,500.00** | | **₹ 1,485.00** | | **₹ 1,485.00** | **₹ 2,970.00** |

**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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 80494
Date: 3/9
Sign:

| INWARD | |
|---|---|
| Inward No: 6905 | Dt: 2/9/21 |
| MRN No: 95879 | Dt: 3/9/21 |
| Received By: 95880. | Sign: |
| SUMMIT SALES LLP | |

Certified by:

Stores Manager

# Purchase Order

 25-08-2021 10:48:23 AM

Origi

79960
13.08.21 2:26:19

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<br>H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001<br><br>**GSTIN** 36AEIPJ0494H1ZF<br>9030605690 | **Doc No** | 79960 | 168951 |
| | **Doc Date** | 24-08-2021 | |
| | **Quote No** | NIL | |
| | **Quote Date** | 19-08-2021 | |
| | **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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 : 27/8/21

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

Name : ______________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 19-08-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 12:00PM |
| Supplier | | Req. No. | 168951 |
| Material required before date: | | ID No. | 68638 |

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Fisher Plug-Bosh 79960 | 5mm | 50 | Pkts | | |
| 2 | Hold Fast | 4" | 50 | Kgs | | |
| 3 | MS Nails | 2" | 20 | Kgs | | |
| 4 | Plastic Gampa | 17" | 60 | Nos | | |

Remarks:For Stock Maintenance Purpose

| | | | |
|---|---|---|---|
| Prepared By | Bhavani | | APPROVED BY |
| Sign.& Date | 19-08-2021 | Sign. & Date | 21 AUG 2021 SOHAM MODI MANAGING DIRECTOR |

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

# Purchase Order

 30-07-2021 4:13:07 PM

79191
26.07.21 11:55:23

| | |
|---|---|
| From Company : | **Summit Sales LLP**<br>5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.<br>G S T No. : 36ACQFS2044C1Z7 |

| **Supplier Details** | | | |
|---|---|---|---|
| Sri Balaji Enterprises<br>H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001<br>**GSTIN** 36AEIPJ0494H1ZF<br>9030605690 | **Doc No** | 79191 | 168877 |
| | **Doc Date** | 30-07-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 30-07-2021 | |
| | **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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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

31/07/2021

Name : ____________

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

Name : ____________

Date : __/__/____

1537

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 28-07-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 13:15 |
| Supplier | | Req. No. | 168877 |
| Material required before date: | | ID No. | 67983 |

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Fisher Plug 79191 | 5mm | 50 | Pkts | | |
| 2 | SS Screws 79192 | 32x6mm | 10 | Pkts | | |
| 3 | SS Screws- Pin head | 38x8mm | 20 | Pkts | | |
| 4 | Measurement Tapes 79193 | 5mtrs | 20 | Nos | | |
| 5 | SS Screws | 35x8mm | 20 | Pkts | | |
| 6 | Bombay Nails 79194 | 2” | 20 | kgs | | |
| 7 | Bombay Nails | 2 1/2” | 20 | kgs | | |

Remarks:For Stock Maintenance Purpose

| | | | |
|---|---|---|---|
| Prepared By | Bhavani | | |
| Sign.& Date | 28-07-2021 | Sign. & Date | |

APPROVED BY
29 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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