PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/9/21	Prepared by: Hemendra	HEMENDRA
PO/WO no.	80104	PO / WO Date.	3/8/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	3,70,688/-
Firm/Company	SSLLL	Project	SLLL

Sl. No.	Bill No.	Bill Date	Bill amount
1	85	2/9/21	2,86,138/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 2,82,244/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	–	–	95916	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B – Other Credits : Transportation charges	3,894/-
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,86,138/-
Amount E – PO / WO value: (3,70,688/-)	3,70,688/-
Amount F – Difference (A – E): GST-18%	84,550/-

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 1,78,000/-
Payment – due date	18/9/21

Remarks: Part Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]	✓			
Date			14/09/2021				

APPROVED BILL
15 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

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
85	02-09-2021
Place of supply: 36-Telangana	PO date: 30-08-2021
PO number: 80104	Vehicle Number: TS07UH-0028

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	Masonite 2 pnl Door (82x32)	4418	82X32	30	NOS	₹ 2,187.00	₹ 0.00 (0%)	₹ 11,809.80 (18%)	₹ 77,419.80
2	Masonite 2 pnl door (80x26)	4418	80X26	20	NOS	₹ 1,734.00	₹ 0.00 (0%)	₹ 6,242.40 (18%)	₹ 40,922.40
3	FLUSH DOOR 30MM (72X26 STD SIZE)	4418	60X24	5	NOS	₹ 1,040.00	₹ 0.00 (0%)	₹ 936.00 (18%)	₹ 6,136.00
4	DIVA SS MORTISE LOCK HL 170 ASS	8301	4X4	16	SET	₹ 4,190.00	₹ 30,168.00 (45%)	₹ 6,636.96 (18%)	₹ 43,508.96
5	SS HINGES HG 1151	8302	40X11	436	NOS	₹ 360.00	₹ 70,632.00 (45%)	₹ 15,539.04 (18%)	₹ 1,01,867.04
6	DOOR STOPPER -NA	8302	50X2	100	NOS	₹ 105.00	₹ 0.00 (0%)	₹ 1,890.00 (18%)	₹ 12,390.00
7	TRANSPORT			1	-	₹ 3,300.00	₹ 0.00 (0%)	₹ 594.00 (18%)	₹ 3,894.00
	Total			**608**			**₹ 1,00,800.00**	**₹ 43,648.20**	**₹ 2,86,138.20**

Invoice Amount In Words

Two Lakh Eighty Six Thousand One Hundred Thirty Eight Rupees only

SUMMIT SALES LLP
INWARD
No: 84300
Date: 1/9
Sign:
R.R. DIST.

Amounts:

Sub Total	₹ 2,86,138.20
Round off	- ₹ 0.20
Total	**₹ 2,86,138.00**
Received	₹ 0.00
Balance	₹ 2,86,138.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 3,300.00	9%	₹ 297.00	9%	₹ 297.00	₹ 594.00
4418	₹ 1,05,490.00	9%	₹ 9,494.10	9%	₹ 9,494.10	₹ 18,988.20
8301	₹ 36,872.00	9%	₹ 3,318.48	9%	₹ 3,318.48	₹ 6,636.96
8302	₹ 96,828.00	9%	₹ 8,714.52	9%	₹ 8,714.52	₹ 17,429.04
Total	**₹ 2,42,490.00**		**₹ 21,824.10**		**₹ 21,824.10**	**₹ 43,648.20**

Terms and conditions:

Thanks for doing business with us!

INWARD

Inward No: 16913	Dt: 3/9/21
MRN No: 95916	Dt: 3/9/21
Received By:	Sign:

SUMMIT SALES LLP

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.

 06-Sep-21 4:25:20 PM

Purchase Order

80104
27.08.21 3:31:34

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**	80104	168962
	Doc Date	30-08-2021	
	Quote No	Nil	
	Quote Date	30-08-2021	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	30.00	2,187.00	0.00	18.00	77,419.80
2	2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	20.00	1,734.00	0.00	18.00	40,922.40
3	2007 - Carpentry - doors - Flush Door - 30mm - other - sft 60"x24"- 20 nos 5	200.00	80.00	0.00	18.00	18,880.00
4	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	16.00	4,190.00	45.00	18.00	43,508.96
5	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	960.00	45.00	18.00	74,764.80
6	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	436 440.00	360.00	45.00	18.00	102,801.60
7	2092 - Carpentry - hardware - Door Stopper - NA - nos	100.00	105.00	0.00	18.00	12,390.00
					Total Order Value . . .	**370,687.56**

Rupees : Three Lakh(s) Seventy Thousand Six Hundred Eighty Seven and Paise Fifty Six Only.

Terms and Conditions :-

Specification / Brand All items shall be of good quality, Hardware is of Dorset, Doors are mango woodframes with masonite skin two sides, haddwood filling inside Rs. 120+185 per sft.

Payment Terms 50% advance payment, balance after delivery

Tax Inclusive of all GST taxes

Delivery Date with in 5 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. 1,78,000-00, 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

TT-3894 Bill 85 2/9 2,86,138/- 5

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/____

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Requisition Form

...e:	SUMMIT SALES LLP	Date:	26-08-2021
...e :	SUMMIT HOUSING LLP	Time:	12:00PM
		Req. No.	168962
...ial required before date:		ID No.	68826

... No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC Panel Door	32"x82"	30	Nos		
2	Non WPC Panel Door	26"x80"	20	Nos		
3	Flush Door	5'x2'	20	Nos		
4	Mortise Lock		16	Nos		
5	Cylindrical Lock		120	Nos		
6	SS Hinges		440	Nos		
7	Magnetic Door Stopper		100	Nos		

8010/4

Remarks:For Stock Maintenance Purpose			
Prepared By	Bhavani		
Sign.& Date	26-08-2021	Sign. & Date	

APPROVED BY
27 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

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