

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤ 10/12/21

Date: 8/12/21		Prepared by: <i>[Signature]</i>	
PO/WO no. 82020		PO / WO Date. 25/10/21	
Supplier Name <i>Sri Balaji Entp.</i>		PO/WO amount 4,17,387	
Firm/Company		Project <i>SRUP</i>	
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	140	2/12/21	32,632
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			
Sl. No.	DC No	DC. Date	MRN No.
1.			
2.			100068
3.			
			DC matches MRN ☒ Yes ☐ No
			☐ Yes ☐ No
			☐ 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:			
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. <i>1</i> ☐ No	
Payment - due date		<i>2,08,100</i>	
Remarks: <i>Final Bill</i>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date		09 DEC 2021	
		MINISH PARIKH	
		PURCHASE MANAGER	
			MD
			Accounts - receiver of bill
			Accountant
			Accounts Manager

Notes: 1. In case amount to be credited to supplier and the bill amount 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.
140

Date
02-12-2021

Place of supply
36-Telangana

PO date
25-10-2021

PO number
82020

Vehicle Number
TS10UB-3122

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	DIVA SS MORTISE LOCK HL 170 ASS	8301	4X3	12	SET	₹ 4,190.00	₹ 22,626.00 (45%)	₹ 4,977.72 (18%)	₹ 32,631.72
	Total			12			₹ 22,626.00	₹ 4,977.72	₹ 32,631.72

Invoice Amount In Words

Thirty Two Thousand Six Hundred Thirty Two Rupees only

Amounts:

Sub Total ₹ 32,631.72

Round off ₹ 0.28

Total ₹ 32,632.00

Received ₹ 0.00

Balance ₹ 32,632.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 27,654.00	9%	₹ 2,488.86	9%	₹ 2,488.86	₹ 4,977.72
Total	₹ 27,654.00		₹ 2,488.86		₹ 2,488.86	₹ 4,977.72

Terms and conditions:

Thanks for doing business with us!

M. Shetty
9000948917
02/12/21
✓

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

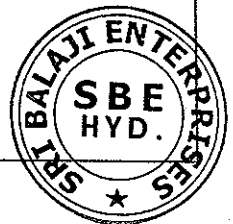
Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

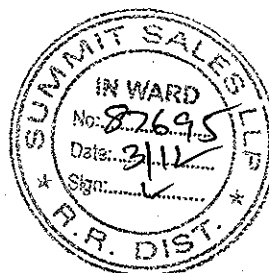
For, SRI BALAJI ENTERPRISES



Authorized Signatory



INWARD	
Inward No: 17310	Dt: 3/12/21
MRN No: 100068	Dt: 3/12/21
Received By:	Sign: B
SUMMIT SALES LLP	



Purchase Order

Page(s) 1 Of 2

01-Nov-21 2:19:58 PM

Or

82020

25.10.21 1:31:05

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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	82020	169129
Doc Date	25-10-2021	
Quote No	Nil	
Quote Date	25-10-2021	
Supply Type	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	40.00	2,187.00	0.00	18.00	103,226.40
2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	40.00	1,734.00	0.00	18.00	81,844.80
3 2007 - Carpentry - doors - Flush Door - 30mm - other - sft 60"x24"-20	200.00	80.00	0.00	18.00	18,880.00
4 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	12.00	4,190.00	45.00	18.00	32,631.72
5 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	168.00	960.00	45.00	18.00	104,670.72
6 2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	240.00	360.00	45.00	18.00	56,073.60
7 2092 - Carpentry - hardware - Door Stopper - NA - nos	100.00	105.00	0.00	18.00	12,390.00
8 2156 - Carpentry - hardware - S.S. Screws - other - pkts 38x8	20.00	175.00	0.00	18.00	4,130.00
9 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32x8	20.00	150.00	0.00	18.00	3,540.00
Total Order Value ...					417,387.24

Rupees : Four Lakh(s) Seventeen Thousand Three Hundred Eighty Seven and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand All items shall be of good quality, Doors are mango woodframes with masonite skin two sides, hardwood 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

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Doors one year replacement warranty for damage.

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Date : / /

Purchase Order

Page(s) 2 Of 2

01-Nov-21 2:19:58 PM

Original / Office Copy / Purchase Div. Copy

Advance Paid

Rs. 2,08,000-00, by RTGS/NEFT, dated....

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenish, purpose.

Completion Date

Nil

Measurement

Nil

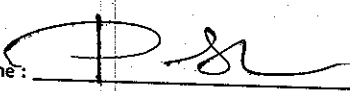
Security

Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : / /

Purchase Order

Page(s) 1 of 2

25-Oct-21 5:29:08 PM

Original / Office Copy / Purchase Div. Copy

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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	82020	169129
Doc Date	25-10-2021	
Quote No	Nil	
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Supply Type	Supply	

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Total Order Value ...					417,387.24
Rupees : Four Lakh(s) Seventeen Thousand Three Hundred Eighty Seven and Paise Twenty Four Only.					

Terms and Conditions :-

Specification / Brand All items shall be of good quality, Doors are mango woodframes with masonite skin two sides, hardwood filling inside Rs. 100/-

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

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Doors one year replacement warranty for damage.

For **Summit Sales LLP**

Authorised Signatory

Name :

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSSLP stock
- ☐ Other

APPROVED BY

28 OCT 2021

SOHAM MOJI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name :

Date : / /

Purchase Order

• Page(s) 2 OF 2

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Original / Office Copy / Purchase Div.Copy

Advance Paid

Rs. 2,08,000-00, by RTGS/NEFT, dated....

Other Terms

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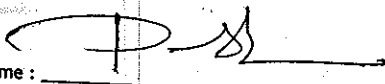
Security

Nil

Remarks

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

Company Name:		SUMMIT SALES LLP		Date:		21-10-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169129	
Material required before date:				ID No.		70545	

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC Panel Door	32"x82"	✓ 40	Nos		
2	Non WPC Panel Door	26"x80"	✓ 40	Nos		
3	Flush Door	5'x2'	✓ 20	Nos		
4	Mortise Lock		✓ 12	Nos		
5	Cylindrical Lock		✓ 168	Nos		
6	SS Hinges		✓ 240	Nos		
7	Magnetic Door Stopper		✓ 100	Nos		
8	SS Screws	38x8mm	✓ 20	Nos		
9	SS Screws	32x6mm	✓ 20	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign. & Date	21-10-2021	Sign. & Date	

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

2/10