PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/12/21	Prepared by:	Harsha
PO/WO no.	83122	PO / WO Date.	30/11/21
Supplier Name	Sai Balaji Entp.	PO/WO amount	3,6,467-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	145	10/12/21	3,6,467-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,6467-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	100528	☐ 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:	3,6467-
Amount E – PO / WO value:	3,6467-
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 / WO	☐ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs, ____/- ☐ No
Payment – due date	18/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED MD
16 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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. **145** Date **10-12-2021** Place of supply **36-Telangana** PO date **30-11-2021** PO number **83122** Vehicle Number **TS09UC-7862**
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	PAD LOCK 6L (2K) 50MM	8301	30	NOS	₹ 103.00	₹ 556.20 (18%)	₹ 3,646.20
	Total		**30**			**₹ 556.20**	**₹ 3,646.20**

Invoice Amount In Words

Three Thousand Six Hundred Forty Six Rupees only

Amounts:

Sub Total	₹ 3,646.20
Round off	- ₹ 0.20
Total	**₹ 3,646.00**
Received	₹ 0.00
Balance	₹ 3,646.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 3,090.00	9%	₹ 278.10	9%	₹ 278.10	₹ 556.20
Total	**₹ 3,090.00**		**₹ 278.10**		**₹ 278.10**	**₹ 556.20**

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: 19371 Dt: 11/12/21
GRN No: 00528 Dt: 11/12/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88233
Date: 13/12
Sign:

Purchase Order

 30-11-2021 14:43:35 C

83122
25.11.21 3:45:34

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	**Doc No**	83122	169210
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	30-11-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	30-11-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2147 - Carpentry - hardware - Pad Lock - NA - nos *50mm*	30.00	103.00	0.00	18.00	3,646.20
			Total Order Value . . .			**3,646.20**

Rupees : Three Thousand Six Hundred Fourty Six and Paise Twenty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all GST taxes

Delivery Date with in 7 days.

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 right to reject items not conforming to quality and specifications. Above order for stock revision, purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*

Authorised Signatory

Name : 03/12/2021

Name : ____________________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	26-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	16:00PM
Supplier		Req. No.	169210
Material required before date:		ID No.	71634

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Pad Locks	50mm	30	No.s		
2						
3	83122					
4						
5						
6						

Remarks:For Stock Replenishing Site Purpose			
Prepared By	Shravya		
Sign.& Date	26-11-2021	Sign. & Date	

APPROVED
03 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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