

PURCHASE DIVISION
Advice for approval for credit to supplier

©

13/12

Date: 13/12/21		Prepared by: H. da	
PO/WO no. 83167		PO / WO Date. 11/12/21	
Supplier Name Sri Balaji Entp		PO/WO amount 2,38,867/-	
Firm/Company SS2LP		Project SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	144	16/12/21	2,42,879/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 2,38,867/-			
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	-	-	100524 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B - Other Credits : Transportation charges 3400/- + 18% 41012/-			
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier: 2,42,879/-			
Amount E - PO / WO value: 2,38,867/-			
Amount F - Difference (A - E): GST-18% 41012/-			
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. 1,19,400/- ☐ 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			16/12/2021

Notes: 1. In case amount 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.
144

Date
10-12-2021

Place of supply
36-Telangana

PO date
01-12-2021

PO number
83167

Vehicle Number
TS09UC-7862

Ship To

SUMMIT HOUSING LLP
Cherlapally Behind Kingston PG College
pin cod -500051 (R.R. DSTI)

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

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	Masonite 2 pnl Door (82x32)	4418	82X32 ✓	20 ✓	NOS	₹ 2,187.00	₹ 7,873.20 (18%)	₹ 51,613.20
2	Masonite 2 pnl door (80x26)	4418	80X26 ✓	40 ✓	NOS	₹ 1,734.00	₹ 12,484.80 (18%)	₹ 81,844.80
3	Masonite 2 pnl Door (80x32)	4418	80X32 ✓	30 ✓	NOS	₹ 2,133.00	₹ 11,518.20 (18%)	₹ 75,508.20
4	Masonite 2 pnl Door (80x38)	4418	80X38 ✓	10 ✓	NOS	₹ 2,534.00	₹ 4,561.20 (18%)	₹ 29,901.20
5	CARTAGE			1	-	₹ 3,400.00	₹ 612.00 (18%)	₹ 4,012.00
Total				101			₹ 37,049.40	₹ 2,42,879.40

Invoice Amount In Words

Two Lakh Forty Two Thousand Eight Hundred Seventy Nine Rupees only

Amounts:

Sub Total	₹ 2,42,879.40
Round off	- ₹ 0.40
Total	₹ 2,42,879.00
Received	₹ 0.00
Balance	₹ 2,42,879.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 3,400.00	9%	₹ 306.00	9%	₹ 306.00	₹ 612.00
4418	₹ 2,02,430.00	9%	₹ 18,218.70	9%	₹ 18,218.70	₹ 36,437.40
Total	₹ 2,05,830.00		₹ 18,524.70		₹ 18,524.70	₹ 37,049.40

Terms and conditions:

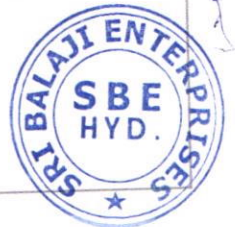
Thanks for doing business with us!

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

Authorized Signatory



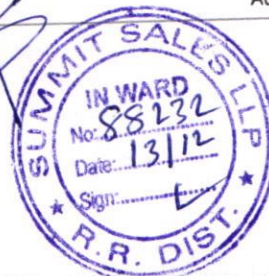
INWARD

Inward No: 17370 Dt: 11/12/21

GRN No: 100524 Dt: 11/12/21

Received By: Sign: *[Signature]*

SUMMIT SALES LLP



Purchase Order

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03-Dec-21 12:55:30 PM



83167

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
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	83167	169205
Doc Date	01-12-2021	
Quote No	Nil	
Quote Date	01-12-2021	
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	20.00	2,187.00	0.00	18.00	51,613.20
2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	40.00	1,734.00	0.00	18.00	81,844.80
3 2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	30.00	2,133.00	0.00	18.00	75,508.20
4 2360 - Carpentry - doors - Panel Doors - Others - Nos 38"x80"	10.00	2,534.00	0.00	18.00	29,901.20
Total Order Value . . .					238,867.40

Rupees : Two Lakh(s) Thirty Eight Thousand Eight Hundred Sixty Seven and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand All items shall be of good quality, with Masonite Skin, 2 sides, 2 Panels, grain texture, HDF, Rate per sft is Rs.120/- GST 18% Extra,

Payment Terms 50% advance balance after delivery

Tax Inclusive of all GST taxes

Delivery Date within 7 days.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Hardware mortise lock 5 years warranty, cylindrical lock and hinges 1 yr, manufacturing warranty.

Advance Paid Rs. 1,19,400-00, 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

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 1

01-Dec-21 4:43:10 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	83167	169205
Doc Date	01-12-2021	
Quote No	Nil	
Quote Date	01-12-2021	
SupplyType	Supply	

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Advance Paid Rs. 1,19,400-00, 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

Security Nil

Remarks



For MDs APPROVAL

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

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : __/__/__

1487

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		26-11-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169205	
Material required before date:				ID No.		71588	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC Panel Doors (Internal Bedroom)	32"X82"	20	No.s		
2	Non WPC Panel Doors. (Internal, Bathroom)	26"X80"	40	No.s		
3	Non WPC Panel Doors. (Internal, Balcony)	32"X80"	30	No.s		
4	Non WPC Panel Doors. (Internal, Main Door)	38"X80"	10	No.s		
5	Mortise Lock	Std	16	No.s		
6	Cylindrical Lock	std	144	No.s		
7	SS Hinges	4"	440	No.s		
8	Magnetic Door Stoppers	Std	50	No.s		
9	Star SS Screws	32"X8"	20	Packets		
10	Star SS Screws	30"X8"	30	Packets		
11	Star SS Screws	35"X8"	20	Packets		
12	Star SS Screws	50"X6"	10	Packets		

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

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

