✓ Ⓔ 13/12

PURCHASE DIVISION

Advice for approval for credit to supplier

Ⓒ

Date:	13/12/21	Prepared by:	Harsha
PO/WO no.	83167	PO / WO Date.	1/12/24
~~Supplier Name~~	Sri Balaji Entp	~~PO/WO amount~~	2,38,867/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	144	11/12/24	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%	4,012/-
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%	4,012/-

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 1,19,400/-
Payment – due date	18/12/24
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]				
Date			16/12/2021				

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

SBE

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**

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	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

SRI BALAJI ENTERPRISES SBE HYD.

INWARD
Inward No: 17370 Dt: 11/12/21
GRN No: 100524 Dt: 11/12/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88232
Date: 13/12
Sign:

Purchase Order

83167
25.11.21 3:45:34

 03-Dec-21 12:55:30 PM

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**	83167	169205
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	01-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	01-12-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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 balanceafter delivery
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 Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 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 : ______________

Name : ______________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Date : __/__/____

Purchase Order

 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			
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H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	01-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	01-12-2021	
9030605690	**SupplyType**	Supply	

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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	

APPROVED BY
02 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

For *Summit Sales LLP*

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

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	150 32"X8"	20	Packets		
10	Star SS Screws	150 30"X8"	30	Packets		
11	Star SS Screws	175 35"X8"	20	Packets		
12	Star SS Screws	50"X6"	10	Packets		

83167

83168

Remarks:For Stock Replenishing Purpose			
Prepared By	Shravya		APPROVED BY
Sign.& Date	26-11-2021	Sign. & Date	26 NOV 2021 SOHAM MODI MANAGING DIRECTOR

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