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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/1/22		Prepared by:	Heda	
PO/WO no.	83705		PO / WO Date.	18/12/21	
Supplier Name	Sai Balaji Enterprises		PO/WO amount	1,29,453/-	
Firm/Company	SSLP		Project	SRUP	
Sl. No.	Bill No.	Bill Date	Bill amount		
1	163	12/1/22	35,903/-		
2					
3					
4					
Amount A – Bills total(Excluding Transport & Hamali Charges):				35,903/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN	
1.	-	-	10220	☐ 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:				35,903/-	
Amount E – PO / WO value:				1,29,453/-	
Amount F – Difference (A – E): GST-18%				93,550/-	
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. 64,700/- ☐ No			
Payment – due date					
Remarks: Part Bill					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill
Sign:					
Date					

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

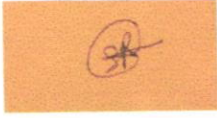
SRI BALAJI ENTERPRISES # 14-1-418, NEAR ROCKET GROUND NEW AGHAPURA HYDERABAD 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana		Invoice No. 163	Date 12-01-2022
		Place of supply 36-Telangana	PO date 18-12-2021
		PO number 83705	Vehicle Number TS10UB-5649
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)	

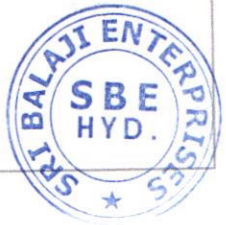
#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	Discount	GST	Amount
1	DIVA SS MORTISE LOCK HL 170 ASS	8301	4X3	12	SET	₹ 4,610.00	₹ 24,894.00 (45%)	₹ 5,476.68 (18%)	₹ 35,902.68
	Total			12			₹ 24,894.00	₹ 5,476.68	₹ 35,902.68

Invoice Amount In Words Thirty Five Thousand Nine Hundred Three Rupees only	Amounts: Sub Total ₹ 35,902.68 Round off ₹ 0.32 Total ₹ 35,903.00 Received ₹ 0.00 Balance ₹ 35,903.00
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 30,426.00	9%	₹ 2,738.34	9%	₹ 2,738.34	₹ 5,476.68
Total	₹ 30,426.00		₹ 2,738.34		₹ 2,738.34	₹ 5,476.68

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
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For, SRI BALAJI ENTERPRISES

 Authorized Signatory



INWARD	
Inward No: 7522	Di: 12/01/22
MRN No: 10220	Di: 14/1/22
Received By:	Sign: <i>Sw</i>
SUMMIT SALES LLP	



Purchase Order

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21-Dec-21 12:37:02 PM



83705

15.12.21 11:28:55

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	83705	169259
Doc Date	18-12-2021	
Quote No	Nil	
Quote Date	18-12-2021	
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 2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	20.00	1,777.00	0.00	18.00	41,937.20
3 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	12.00	4,610.00	45.00	18.00	35,902.68
Total Order Value . . .					129,453.08
Rupees : One Lakh(s) Twenty Nine Thousand Four Hundred Fifty Three and Paise Eight 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. 64,700-00, 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**Measurement** Nil**Security** Nil**Remarks**163
12/12 - 35,903/-

Part Bill

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP	Date:	10-12-2021
Site & Phase :		SUMMIT HOUSING LLP	Time:	11:00PM
			Req. No.	169259
			ID No.	72179
Supplier			Inward No	Date
Material required before date:				
S.No	Description	Size	Quantity	Units
1	Non WPC panel door	32"x82"	✓ 20	Nos
2	Non WPC panel door	26"x82"	20	Nos
3	Mortise Lock		12	Nos
Remarks: For Stock Replenishing purpose				
Prepared By		Bhavani	Sign. & Date	
Sign. & Date		10-12-2021		

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

