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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/1/22	Prepared by:	Henda
PO/WO no.	83705	PO / WO Date.	18/12/21
Supplier Name	Sai Balaji Enterprises	PO/WO amount	1,29,453/-
Firm/Company	SSLLP	Project	SRLLP
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. ____/- ☐ No 64,700/-
Payment – due date	–

Remarks: Part Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature] APPROVED						
Date	14 JAN 2022						

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	Invoice No.	Date
# 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	**163**	**12-01-2022**
	Place of supply **36-Telangana**	PO date **18-12-2021**
	PO number **83705**	Vehicle Number **TS10UB-5649**

Bill To	Ship 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	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

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

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD
Inward No: 7522 Dt: 12 01 22
MRN No: 10220 Dt: 14 1 22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 89685
Date: 14/01
Sign:

Purchase Order

   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	**Doc No**	83705	169259
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	18-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	18-12-2021	
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	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 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. 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
Measurment	Nil
Security	Nil
Remarks	

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12/1/22 - 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
Supplier		Req. No.	169259
Material required before date:		ID No.	72179

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC panel door	32"x82"	20	Nos		
2	Non WPC panel door	26"x82"	20	Nos		
3	Mortise Lock		12	Nos		

83705

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.

APPROVED
17 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
20 DEC 2021
SOHAM MODI
MANAGING DIRECTOR