1048

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/1/22	Prepared by:	Hemdha
PO/WO no.	84163	PO / WO Date.	3/1/22
Supplier Name	Sri Balaji Enterprises	PO/WO amount	92,314/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	160	5/1/22	92,314/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			92,314/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	101875	☑ 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:	92,314/-
Amount E – PO / WO value:	92,314/-
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☑ Yes – Rs.____/- ☐ No 46,000/-
Payment – due date	2/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[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 # 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. **160**	Date **05-01-2022**
	Place of supply **36-Telangana**	PO date **03-01-2022**
	PO number **84163**	Vehicle Number **TS12UB9077**

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	6X4	24	SET	₹ 4,610.00	₹ 49,788.00 (45%)	₹ 10,953.36 (18%)	₹ 71,805.36
2	SS HINGES HG 1151	8302	40X2	80	NOS	₹ 395.00	₹ 14,220.00 (45%)	₹ 3,128.40 (18%)	₹ 20,508.40
	Total			**104**			**₹ 64,008.00**	**₹ 14,081.76**	**₹ 92,313.76**

Invoice Amount In Words

Ninety Two Thousand Three Hundred Fourteen Rupees only

Amounts:

Sub Total	₹ 92,313.76
Round off	₹ 0.24
Total	**₹ 92,314.00**
Received	₹ 0.00
Balance	₹ 92,314.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 60,852.00	9%	₹ 5,476.68	9%	₹ 5,476.68	₹ 10,953.36
8302	₹ 17,380.00	9%	₹ 1,564.20	9%	₹ 1,564.20	₹ 3,128.40
Total	**₹ 78,232.00**		**₹ 7,040.88**		**₹ 7,040.88**	**₹ 14,081.76**

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

...WARD
Inward No. 17493 Dt: 5/01/22
MRN No. 101875 Dt: 7/01/22
Received ... Sign:
S... LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 89545
Date: 11/01
Sign:

Purchase Order

 07-01-2022 12:12:03

84163

5:44:07

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**	84163	169304
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	03-01-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	03-01-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	24.00	4,610.00	45.00	18.00	71,805.36
2	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	80.00	395.00	45.00	18.00	20,508.40
				Total Order Value . . .		**92,313.76**

Rupees : Ninty Two Thousand Three Hundred Thirteen and Paise Seventy Six Only.

Terms and Conditions :-

Specification / 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 Extra.

Warranty Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.

Advance Paid Rs. 46, 000-00, 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 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

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:	24-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169304
Material required before date:		ID No.	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Mortise Lock		24	Nos		
2	SS Hinges		80	Nos		

Remarks: For Stock Replenishing purpose			
Prepared By	Vanajakshi		
Sign.& Date	24-12-2021	Sign. & Date	

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

APPROVED
2 4 DEC 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE