PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/1/22	Prepared by	Hemeda	Serial no.	118:
Supplier name	Sri Balaji Enterprises			HO inward no.	—
Firm/Company	SSLLP	Project	SHLLP	HO received date	—
PO/WO date	2/12/21	PO/WO No.	83202	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	162	12/1/22	15,576/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,576/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102221 — Proof of delivery matches MRN	☑ 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:	15,576/=
Amount E – PO / WO value:	15,576/-
Amount F – Difference (A – E):	—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	24/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemeda	Prabhakar			
Sign:	[signature]	[signature]			
Date	17/1/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. **162**
	Date **12-01-2022**
	Place of supply **36-Telangana**
	PO date **02-12-2021**
	PO number **83202**
	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	GST	Amount
1	SS SCREWS 32X8MM (100 PER PKT)		32x8mm	50	BOX	₹ 150.00	₹ 1,350.00 (18%)	₹ 8,850.00
2	SS SCREWS 38X8MM (100 PER PKT)		38x8mm	20	BOX	₹ 175.00	₹ 630.00 (18%)	₹ 4,130.00
3	SCREWS 50X6MM (150 PER PKT)	8302	50x6mm	10	PKT	₹ 220.00	₹ 396.00 (18%)	₹ 2,596.00
	Total			**80**			**₹ 2,376.00**	**₹ 15,576.00**

Invoice Amount In Words

Fifteen Thousand Five Hundred Seventy Six Rupees only

Amounts:	
Sub Total	₹ 15,576.00
Total	**₹ 15,576.00**
Received	₹ 0.00
Balance	₹ 15,576.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 7,500.00	9%	₹ 675.00	9%	₹ 675.00	₹ 1,350.00
	₹ 3,500.00	9%	₹ 315.00	9%	₹ 315.00	₹ 630.00
8302	₹ 2,200.00	9%	₹ 198.00	9%	₹ 198.00	₹ 396.00
Total	**₹ 13,200.00**		**₹ 1,188.00**		**₹ 1,188.00**	**₹ 2,376.00**

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: 17523 Dt: 12/01/22
MRN No: 10222 Dt: 14/01/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 89712 Date: 14/01 Sign:

Purchase Order

83202
02.12.21 2:43:07

 02-Dec-21 12:12:14 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**	83202	169205
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	02-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	02-12-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts *32x8*	20.00	150.00	0.00	18.00	3,540.00
2	2156 - Carpentry - hardware - S.S. Screws - other - pkts *30x8*	30.00	150.00	0.00	18.00	5,310.00
3	2156 - Carpentry - hardware - S.S. Screws - other - pkts *35x8*	20.00	175.00	0.00	18.00	4,130.00
4	2156 - Carpentry - hardware - S.S. Screws - other - pkts *50x6*	10.00	220.00	0.00	18.00	2,596.00
				Total Order Value . . .		**15,576.00**

Rupees : Fifteen Thousand Five Hundred Seventy Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for stock replanish 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 : __/__/____

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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

83202

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.