PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/2/22	Prepared by	Sneha	Serial no.	.0021
Supplier name	Sai balaji Enterprises			HO inward no.	38
Firm/Company	SSllp	Project	SHllp	HO received date	29/1/22
PO/WO date	12/1/22	PO/WO No.	84484	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	175	29/1/22	14,750/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14,750/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103006	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:	14,750/-
Amount E – PO / WO value:	14,750/-
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	7/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha				
Sign:	Sneha	APPROVED 01 FEB 2022 MINISH PARIKH			
Date	1/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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

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.	Date
175	**29-01-2022**
Place of supply **36-Telangana**	PO date **12-01-2022**
PO number **84484**	Vehicle Number **TS10UA-9758**

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)

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 381 Date 24/1/22 Sign

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	SS SCREWS 32X6MM (100 PER PKT)	8302	32X6MM	20	PKT	₹ 140.00	₹ 504.00 (18%)	₹ 3,304.00
2	SS SCREWS 38X8MM (100 PER PKT)		38X8MM	20	BOX	₹ 175.00	₹ 630.00 (18%)	₹ 4,130.00
3	SS SCREWS 32X8MM (100 PER PKT)		32X8MM	20	BOX	₹ 150.00	₹ 540.00 (18%)	₹ 3,540.00
4	SS SCREWS 35X6MM (100 PER PKT)		35X6MM	20	BOX	₹ 160.00	₹ 576.00 (18%)	₹ 3,776.00
	Total			**80**			**₹ 2,250.00**	**₹ 14,750.00**

Invoice Amount In Words

Fourteen Thousand Seven Hundred Fifty Rupees only

Amounts:

Sub Total	₹ 14,750.00
Total	**₹ 14,750.00**
Received	₹ 0.00
Balance	₹ 14,750.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 9,700.00	9%	₹ 873.00	9%	₹ 873.00	₹ 1,746.00
8302	₹ 2,800.00	9%	₹ 252.00	9%	₹ 252.00	₹ 504.00
Total	**₹ 12,500.00**		**₹ 1,125.00**		**₹ 1,125.00**	**₹ 2,250.00**

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: 17615 Dt: 31/01/22
MRN No: 103006 Dt: 31/1/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90300 Date: 01/2 Sign:

Purchase Order

 13-01-2022 11:20:23 AM

84484
08.01.22 11:42:54

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**	84484	169346
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	12-01-2022	
	Quote No	NIL	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	05-01-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts *32 x 6mm*	20.00	140.00	0.00	18.00	3,304.00
2	2156 - Carpentry - hardware - S.S. Screws - other - pkts *38 x 8mm*	20.00	175.00	0.00	18.00	4,130.00
3	2156 - Carpentry - hardware - S.S. Screws - other - pkts *32 x 8mm*	20.00	150.00	0.00	18.00	3,540.00
4	2156 - Carpentry - hardware - S.S. Screws - other - pkts *35 x 6mm*	20.00	160.00	0.00	18.00	3,776.00
					Total Order Value . . .	**14,750.00**

Rupees : Fourteen Thousand Seven Hundred Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of "Prince' / 'Sudhakar' brand.
Payment Terms	After Delivery & Production of bill- Each packet contains 100 nos of screws
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	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 replenishing 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 invoice 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:	05-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169346
Material required before date:		ID No.	72850

S.No	Description	Size	Quantity	Units	Inward No	Date
1	SS Screws	32x6	20	Pkts	140/Box

2	SS Screws 84484.	38x8	20	Pkts	175/Box	
3	SS Screws	32x8	20	Pkts	150/Box	
4	SS Screws	35x6	20	Pkts	160/Box	

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	05-01-2022	Sign. & Date	08 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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