PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	1/2/22	Prepared by	Sneha	Serial no.	UL21[illegible]
Supplier name	Sri balaji Enterprises			HO inward no.	383
Firm/Company	SSLLP	Project	SHLLP	HO received date	29/1/22
PO/WO date	14/1/22	PO/WO No:	84557	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	173	29/1/22	1,26,685/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,26,685/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	103007	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:	1,26,685/-
Amount E – PO / WO value:	1,26,685/-
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	MD	Accountant	Accounts Manager
Name:	Sneha				
Sign:	Sneha	01 FEB 2022			
Date	1/2/22	MINISH PARIKH			
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

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. **173**	Date **29-01-2022**
Place of supply **36-Telangana**	PO date **14-01-2022**
PO number **84557**	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. 383
Date 2/1/22
Sign

#	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
2	ETTO SS CYLINDRICAL LOCK	8301	24X2	48	NOS	₹ 1,060.00	₹ 22,896.00 (45%)	₹ 5,037.12 (18%)	₹ 33,021.12
3	SS HINGES HG 1151	8302	40X5	200	NOS	₹ 395.00	₹ 35,550.00 (45%)	₹ 7,821.00 (18%)	₹ 51,271.00
4	DOOR STOPPER -NA	8302	50X1	50	NOS	₹ 110.00	₹ 0.00 (0%)	₹ 990.00 (18%)	₹ 6,490.00
	Total			**310**			**₹ 83,340.00**	**₹ 19,324.80**	**₹ 1,26,684.80**

Invoice Amount In Words

One Lakh Twenty Six Thousand Six Hundred Eighty Five Rupees only

Amounts:

Sub Total	₹ 1,26,684.80
Round off	₹ 0.20
Total	**₹ 1,26,685.00**
Received	₹ 0.00
Balance	₹ 1,26,685.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 58,410.00	9%	₹ 5,256.90	9%	₹ 5,256.90	₹ 10,513.80
8302	₹ 48,950.00	9%	₹ 4,405.50	9%	₹ 4,405.50	₹ 8,811.00
Total	**₹ 1,07,360.00**		**₹ 9,662.40**		**₹ 9,662.40**	**₹ 19,324.80**

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

INWARD
Inward No: 17616 Dt: 31 01 22
MRN No: 103007 Dt: 31 1 22
Received By: Sign:
SUMMIT SALES LLP

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 90299
Date: 01 2
Sign:

Purchase Order

84557
08.01.22 11:50:02

 21-01-2022 13:55:10 Origin

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 Hyderbad-500001	**Doc No**	84557	169345
	Doc Date	14-01-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	14-01-2022	
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	12.00	4,610.00	45.00	18.00	35,902.68
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	48.00	1,060.00	45.00	18.00	33,021.12
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	200.00	395.00	45.00	18.00	51,271.00
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	110.00	0.00	18.00	6,490.00
	Total Order Value . . .					**126,684.80**

Rupees : One Lakh(s) Twenty Six Thousand Six Hundred Eighty Four and Paise Eighty Only.

Terms and Conditions :-

Specification /	Hardware is Dorset
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. 63,000-00, 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

Accepted the above Terms And Conditions
For *Sri Balaji Enterprises*

Name : ______

Name : ______

Date : __/__/____

Contact . .

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	05-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169345
Material required before date:		ID No.	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Non WPC-Panel door-Internal ,bedroom	32"x82"	10	Nos		
2	Non WPC-Panel door-Internal ,bathroom	26"x80"	30	Nos		
3	Mortise Lock		12	Nos		
4	Cylindrical Lock		48	Nos		
5	SS Hinges	1piece	200	Nos		
6	Magnetic Door Stopper		50	Nos		
	Non WPC Panel door-Internal ,Main Door	38"x80"	15	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		APPROVED
Sign.& Date	05-01-2022	Sign. & Date	05 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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