

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

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Date: 1/2/22		Prepared by: Sneha		Serial no. 212	
Supplier name: Sai balaji Enterprises.			HO inward no. 380		
Firm/Company: Sslup		Project: SHUP		HO received date: 29/1/21	
PO/WO date: 12/1/22		PO/WO No: 84485		Scan ID:	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	176	29/1/22	11,446/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				11,446/-	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 103009		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				11,446/-	
Amount E – PO / WO value:				11,446/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		7/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sneha				
Sign:	Sneha				
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.

OFFICE

## Tax Invoice

<b>SRI BALAJI ENTERPRISES</b> # 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. <b>176</b>		Date <b>29-01-2022</b>				
				Place of supply <b>36-Telangana</b>		PO date <b>12-01-2022</b>				
				PO number <b>84485</b>		Vehicle Number <b>TS10UA-9758</b>				
				Ship To				SUMMIT HOUSING LLP Cherlapally Behind Kingston PG College pin cod -500051 (R.R. DSTI)		
Bill To <b>SUMMIT SALES LLP</b> 5-4-187/3& 4, 2 nd Floor, MG Road, Secunderabad - 03 Contact No.: 9502277299 GSTIN Number: 36ACQFS2044C1Z7 State: 36-Telangana										
#	Item name	HSN/ SAC	Size			Quantity	Unit	Price/ Unit	GST	Amount
1	SS SCREWS 32X8MM (100 PER PKT )		32X8MM			20	BOX	₹ 150.00	₹ 540.00 (18%)	₹ 3,540.00
2	SS SCREWS 35X6MM (100 PER PKT )		35X6MM			20	BOX	₹ 160.00	₹ 576.00 (18%)	₹ 3,776.00
3	SS SCREWS 38X8MM (100 PER PKT )		38X8MM	20	BOX	₹ 175.00	₹ 630.00 (18%)	₹ 4,130.00		
<b>Total</b>				<b>60</b>			<b>₹ 1,746.00</b>	<b>₹ 11,446.00</b>		
Invoice Amount In Words <b>Eleven Thousand Four Hundred Forty Six Rupees only</b>				<b>Amounts:</b> Sub Total ₹ 11,446.00 <b>Total ₹ 11,446.00</b> Received ₹ 0.00 Balance ₹ 11,446.00						
HSN/ SAC		Taxable amount		CGST		SGST		Total Tax Amount		
		₹ 9,700.00		Rate	Amount	Rate	Amount			
				9%	₹ 873.00	9%	₹ 873.00	₹ 1,746.00		
<b>Total</b>		<b>₹ 9,700.00</b>			<b>₹ 873.00</b>		<b>₹ 873.00</b>	<b>₹ 1,746.00</b>		
<b>Terms and conditions:</b> Thanks for doing business with us!				<b>Company's Bank details:</b> 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						

<b>INWARD</b>	
Inward No: 17618	Dt: 31/01/22
MRN No: 103069	Dt: 31/01/22
Received By:	Sign: 
<b>SUMMIT SALES LLP</b>	



# Purchase Order

Page(s) 1 Of 1

13-01-2022 11:20:23 AM

84485  
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  
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

**GSTIN** 36AEIPJ0494H1ZF

9030605690

<b>Doc No</b>	84485	169328
<b>Doc Date</b>	12-01-2022	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	30-12-2022	
<b>SupplyType</b>	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 8mm	20.00	150.00	0.00	18.00	3,540.00
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 6mm	20.00	160.00	0.00	18.00	3,776.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 38 x 8mm	20.00	175.00	0.00	18.00	4,130.00
<b>Total Order Value . . .</b>					<b>11,446.00</b>

Rupees : Eleven Thousand Four Hundred Fourty Six Only.

## Terms and Conditions :-

<b>Specification /</b>	All items shall be of "Prince" / "Sudhakar" brand.
<b>Payment Terms</b>	After Delivery & Production of bill- Each packet contains 100 nos of screws
<b>Tax</b>	Inclusive of all taxes
<b>Delivery Date</b>	Next Day.
<b>Delivery Location</b>	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Transport cost shall be borne by us.
<b>Warranty</b>	Nil
<b>Advance Paid</b>	Nil
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose
<b>Completion Date</b>	Nil
<b>Measurement</b>	Nil
<b>Security</b>	Nil
<b>Remarks</b>	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:	30-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:	11:00PM	
Supplier				Req. No.	169328	
Material required before date:			ID No.		72845	
S.No	Description	Size	Quantity	Units	Inward No	Date
1	Measurement tape	5mtrs	20	Nos		
2	SS Screws	32x8 ✓	20	pkts	150 / mm + 100.	
3	SS Screws	35x6	20	pkts	160 / mm + 100.	
4	SS Screws	38x8	20	pkts	170 / mm + 100.	
Remarks: For Stock Replenishing Purpose						
Prepared By		Vanajakshi				
Sign. & Date		30-12-2021		Sign. & Date		

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

