PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/03/22	Prepared by	Heda	Serial no.	2625
Supplier name	Sri Balaji Enterprises.			HO inward no.	
Firm/Company	SSLLP	Project	8hLMP.	HO received date	
PO/WO date	22-02-22	PO/WO No.	85802.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	191	1/03/22	47,299/-	☑ Yes ☐ No
2.			—	☐ Yes ☐ No
3.			—	☐ Yes ☐ No
4.			—	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	47,299/-

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

MRN nos.:	104401	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:	47,299/-
Amount E – PO / WO value:	50934/-
Amount F – Difference (A – E):	3,635/-

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	Paid 25,000/- 10/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda				
Sign:		04 MAR 2022			
Date	3/3	MINISH PARIKH MANAGER PROCUREMENT			
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. 191	Date 01-03-2022
Place of supply 36-Telangana	PO date 22-02-2022
PO number 85802	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	Discount	GST	Amount
1	DIVA SS MORTISE LOCK HL 170 ASS	8301	4x2	8	SET	₹ 4,610.00	₹ 16,596.00 (45%)	₹ 3,651.12 (18%)	₹ 23,935.12
2	SS HINGES HG 1151	8302	40X2	80	NOS	₹ 395.00	₹ 14,220.00 (45%)	₹ 3,128.40 (18%)	₹ 20,508.40
3	DOOR STOPPER -NA	8302		22	NOS	₹ 110.00	₹ 0.00 (0%)	₹ 435.60 (18%)	₹ 2,855.60
	Total			**110**			**₹ 30,816.00**	**₹ 7,215.12**	**₹ 47,299.12**

Invoice Amount In Words

Forty Seven Thousand Two Hundred Ninety Nine Rupees only

Amounts:

Sub Total	₹ 47,299.12
Round off	- ₹ 0.12
Total	**₹ 47,299.00**
Received	₹ 0.00
Balance	₹ 47,299.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 20,284.00	9%	₹ 1,825.56	9%	₹ 1,825.56	₹ 3,651.12
8302	₹ 19,800.00	9%	₹ 1,782.00	9%	₹ 1,782.00	₹ 3,564.00
Total	**₹ 40,084.00**		**₹ 3,607.56**		**₹ 3,607.56**	**₹ 7,215.12**

Terms and conditions:

GOODS ONCE SOLD WILL NOT BE TAKEN BACK
SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

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

INWARD	
Inward No: 17793	Dt: 1/3/22
MRN No: 104401	Dt: 3/3/22
Received By:	Sign:
SUMMIT SALES LLP	

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 9811
Date: 3/3/22
Sign:

Purchase Order

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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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	85802	169494
Doc Date	22-02-2022	
Quote No	Nil	
Quote Date	22-02-2022	
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	8.00	4,610.00	45.00	18.00	23,935.12
2	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	80.00	395.00	45.00	18.00	20,508.40
3	2092 - Carpentry - hardware - Door Stopper - NA - nos 22	50.00	110.00	0.00	18.00	6,490.00
					Total Order Value . . .	**50,933.52**

Rupees : Fifty Thousand Nine Hundred Thirty Three and Paise Fifty Two Only.

<u>Terms and Conditions :-</u>

Specification / Brand	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 Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs. 25,000-00, 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'

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
2.	191	1/3/22	47,299/-
3.			
4.			
5.			

For ***Summit Sales LLP***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169494
Material required before date:		ID No.	74068

No	Description	Size	Quantity	Units	Inward No	Date
1	Mortise lock 85802		8	Nos		
2	SS hinges		80	Nos		
3	Magnetic door stopper 85804		50	Nos		
4	Non-WPC panel door	38"x80"	10	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.02..2022	Sign. & Date	22 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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