PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/03/22	Prepared by	Hende	Serial no.	2631
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLMP	HO received date	
PO/WO date	14/02/22.	PO/WO No.	85473	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	193	1/03/22	1,54,332/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			✓	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,54,332/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 10447	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:	1,54,332/-
Amount E – PO / WO value:	2,93,478/-
Amount F – Difference (A – E):	1,39,146/-
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 1,46,000/- 10/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hende				-
Sign:	[signature]	04 MAR 2022			
Date	3/3				
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.

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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. **193**
	Date **01-03-2022**
	Place of supply **36-Telangana**
	PO date **14-02-2022**
	PO number **85473**
	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	ETTO SS CYLINDRICAL LOCK	8301	24x5	120	NOS	₹ 1,060.00	₹ 57,240.00 (45%)	₹ 12,592.80 (18%)	₹ 82,552.80
2	SS HINGES HG 1151	8302	40X7	280	NOS	₹ 395.00	₹ 49,770.00 (45%)	₹ 10,949.40 (18%)	₹ 71,779.40
	Total			**400**			**₹ 1,07,010.00**	**₹ 23,542.20**	**₹ 1,54,332.20**

Invoice Amount In Words

One Lakh Fifty Four Thousand Three Hundred Thirty Two Rupees only

Amounts:

Sub Total	₹ 1,54,332.20
Round off	- ₹ 0.20
Total	**₹ 1,54,332.00**
Received	₹ 0.00
Balance	₹ 1,54,332.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 69,960.00	9%	₹ 6,296.40	9%	₹ 6,296.40	₹ 12,592.80
8302	₹ 60,830.00	9%	₹ 5,474.70	9%	₹ 5,474.70	₹ 10,949.40
Total	**₹ 1,30,790.00**		**₹ 11,771.10**		**₹ 11,771.10**	**₹ 23,542.20**

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: 17794 Dt: 1/3/22
MRN No: 104407 Dt: 3/3/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 9180
Date: 3/3/22
Sign:

Purchase Order

 14-02-2022 12:36:11

85473
31 01.22 4:53:35

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**	85473	169467
	Doc Date	14-02-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	14-02-2022	
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	40.00	4,610.00	45.00	18.00	119,675.60
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	1,060.00	45.00	18.00	82,552.80
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	280.00	395.00	45.00	18.00	71,779.40
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	150.00	110.00	0.00	18.00	19,470.00
					Total Order Value . . .	**293,477.80**

Rupees : Two Lakh(s) Ninty Three Thousand Four Hundred Seventy Seven and Paise Eighty Only.

APPROVED BY
16 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

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. 1,46,000-00, 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.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	193	1/3/22	1,54,332
2.			
3.			
4.			
5.			

For *Summit Sales LLP*
Authorised Signatory
14/02/2022

Name :

Contact ..

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

Name :

Date : __/__/__

MD

Requisition Form

Company Name:	SSLLP	Date:	10.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169467
Material required before date:	10.01.2022	ID No.	73781

No	Description	Size	Quantity	Units	Inward No	Date
1	Non-WPC-Paneldoor-Internal bedroom	32"x82"	30	Nos		
2	Non-WPC-Paneldoor	26"x82"	20	Nos		
3	Non-WPC-Paneldoor-Internal bathroom	26"x80"	20	Nos		
4	Mortise lock		40	Nos		
5	Cylindrical lock		120	Nos		
6	SS-Hinges		280	Nos		
7	Magnetic door stopper		150	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	10.02..2022	Sign. & Date	

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

APPROVED BY
12 FEB 2022
SOHAM MODI
MANAGING DIRECTOR