

## PURCHASE ORDER

PO No. : 3239  
PO Date : 27/10/2020

PROJECT :

Invoice To

Dispatch To

To :- **SHREE BALAJI TRADING COMPANY**

GST No: 27AAOPA7362D1ZS

Phone: 020 26611234

State: Maharashtra

Email: v.vickygarg@yahoo.com

Dear Sir,

Please Supply the following Materials at our site mentioned above.

Item No	Scope of Supply	HSN Code	Unit	Qty	Rate (INR)	Disc (%)	Amount (INR)
1	CEMENT OPC 53 GRADE	0	Bags	2.00	200.00	2.00	392.00

Specification :- Birla Make.

Tax Scheme :- **GST 28%**

Taxes:

CGST 14%	54.88
SGST 14%	54.88

Material Amount : 392.00

Transport: 0.00

Loading / Unloading Amount: 0.00

Other Charges 1 0.00

Other Charges 2 0.00

Tax Amount : 109.76

**Total Amount (INR): 502.00**

**RUPEES FIVE HUNDRED TWO ONLY**

**Special Note :**

- 1) Relevant consignee's copy of lorry receipt if any, be sent to the head office.
  - 2) Material will be received subject to verification of quality at our site.
  - 3) Bill to be submitted strictly within 7 days after material delivered at site.
  - 4) Please mention P.O No., GRN No. and project name on delivery challans/bills strictly.
  - 5) Delivery at site is accepted between 9:30 A.M. to 5:00 P.M. on all working days.
  - 6) Please send test certificate attached to the challan. (if applicable)
  - 7) Payment will be made only on invoice stating order number.
- Page 1 of 2
- 8) All items assigned the same order number must be billed on a common invoice should be mentioned pertaining to GST no. & premises code/complete 8 digit HSN code / PAN No. address / contact person etc. for timely processing of payment.
  - 9) Unless otherwise provided in the orders, no payment will be made prior to delivery.
  - 10) Payment are subjects to adjustment for shortage and reduction.
  - 11) If the quality of the material is satisfactory, only then material will be unloading at site, otherwise it will be rejected.
  - 12) Date of delivery: as per requirement from site.
  - 13) Separate debit note require for any debit against raise invoices.
  - 14) Any correction on delivery challan/GRN/invoice will not be accepted.
  - 15) Subject to PUNE Jurisdiction.

**Remark:**

Delivery - Immediate

Payment terms - C.D 1.5% after material received at site

**Companies GSTIN No :**

**State :**

**Companies PAN No. :**

**Corporate Identification No. :**

Prepared by

Checked by

Authorized Signatory