

PURCHASE ORDER

PO No. : 3475
PO Date : 18/01/2021

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	25232910	Bags	4.00	225.00	0.00	900.00

Specification :-

Tax Scheme :- **GST 28%**

Taxes:

CGST 14%	126.00
SGST 14%	126.00

Material Amount : 900.00

Transport: 0.00

Loading / Unloading Amount: 0.00

Other Charges 1 0.00

Other Charges 2 0.00

Tax Amount : 252.00

Total Amount (INR): 1,152.00

RUPEES ONE THOUSAND ONE HUNDRED FIFTY-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:

Companies GSTIN No :

State :

Companies PAN No. :

Corporate Identification No. :

Prepared by

Checked by

Authorized Signatory