

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	23/03/22	Prepared by	Kavitha	Serial no.	2436
Supplier name	Sri Laxmi Ganesh steels & hardware			HO inward no.	
Firm/Company	Summit sales llp	Project	SSIP	HO received date	
PO/WO date	22/03/22	PO/WO No.	86646	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	453	14/03/22	21,246/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		21,246/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.:	105241	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:		21,246/-
Amount E – PO / WO value:		21,246/-
Amount F – Difference (A – E):		-
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	28/03/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	23/03/22			
Sign:	23/02/22	23/03/22			
Date					
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 weightment 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.

80-86646,

GSTIN - 36ARPPK9655D2ZA
VAT TIN - 36513674953TAX Invoice

Ph : 09542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh, Design Articals

6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.

Email : srilaxmiganeshsteels@gmail.com

M/s. SUMMIT-Sales LLP
M.G. Road

Invoice No.:

453

Date :

14/3/22

Transporter :

Party's GSTIN 36ACQFS2044C127

L.R. No. :

HSN	Description	Qty.	Rate	Amount	
				Rs.	Ps.
	Welding Rod -	36 Pak	305/-	10,980	00
	M.S. Hole Patti	5 kgs	95/-	475	00
	M.S. Flowers	5 kgs	95/-	475	00
	4" cutting Blade	50 Nm	25/-	1250	00
	4" M.S. Hinges	50 Nm	14/-	700	00
	14" cutting wheel	25 Nm	165/-	4125	00
Total				18005	00
SGST @ 9 %				1620	45
CGST @ 9 %				1620	45
IGST @ 18 %					
Roundup					10
Grand Total				21246	00

Bank Details :Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647

Bank: SBI, Kavadiguda, Sec-bad.

IFSC Code No. : SBIN0020312

Rupees In words :

E & O.E

Terms & Conditions

Subject to hyderabad jurisdiction only

Goods once sold will not be taken back or Exchange.

INWARD	
Inward No: 10639	Dt: 16/3/22
MRN No: 10524	
Received By: [Signature]	Sign: [Signature]
SRI LAXMI GANESH STEELS LLP	

For Sri Laxmi Ganesh Steels & Hardware

Signature

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		22.03.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169597	
Material required before date:					ID No.		74875
No	Description	Size	Quantity	Units	Inward No	Date	
1	Welding rod		36	packets			
2	MS.Hole patti		5	kgs			
3	MS.Flowers		5	kgs			
4	Cutting blade 86646	4"	50	Nos			
5	MS.Hinges	4"	50	Nos			
6	Cutting wheel	14"	25	Nos			
Remarks: For MS Fabrication work at SOV site purpose.							
Prepared By		Vanajakshi		Approved by			
Sign.& Date		22.03..2022		Sign. & Date			

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

Purchase Order

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23-03-2022 3:39:47 PM

Original / Office Copy / Purchase Div.Copy

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 Laxmi Ganesh Steels & Hardware
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH,
Secunderabad

GSTIN 36ARPPK9655D2ZA

9246205245/9542575725

Doc No	86646	169597
Doc Date	22-03-2022	
Quote No	NIL	
Quote Date	22-03-2022	
SupplyType	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9574 - Tools - Welding Rod - NA - nos	36.00	305.00	0.00	18.00	12,956.40
2 8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos	5.00	95.00	0.00	18.00	560.50
3 8129 - Steel - other - Flowers - other - nos	5.00	95.00	0.00	18.00	560.50
4 9550 - Tools - Machine Blade - other - nos	50.00	25.00	0.00	18.00	1,475.00
5 2307 - Carpentry - hardware - Hinges - 4 In - nos	50.00	14.00	0.00	18.00	826.00
6 9550 - Tools - Machine Blade - other - nos 14"	25.00	165.00	0.00	18.00	4,867.50
Total Order Value . . .					21,245.90
Rupees : Twenty One Thousand Two Hundred Fourty Five and Paise Ninty Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** 100% as advance**Tax** Included in the above price**Delivery Date** Material delivered.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** 18450/- check

Other Terms We reserve the right to reject the item not confirming to the specifications . Above order for MS Fabrication work at SOV site 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.'

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Laxmi Ganesh Steels & Hardware**

Name : _____

Name : _____

Date : __/__/__