PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/03/22	Prepared by	Kavitha	Serial no.	2512
Supplier name	Sri Laxmi Ganesh steels & hardware			HO inward no.	
Firm/Company	Summit Sales llp	Project	SSllP	HO received date	
PO/WO date	22/3/22	PO/WO No.	86813	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	453	14/3/22	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	04/04/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	Prabhakar			
Sign:	26/03/22				
Date		25 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED P. PRABHAKAR Sr. MANAGER PURCHASE

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.

PO - 86646.

GSTIN - 36ARPPK9655D2ZA
VAT TIN - 36513674953

TAX 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
Party's GSTIN 36ACQFS2044C127

Invoice No.: 453
Date : 14/3/22
Transporter :
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 Blades	50 Nos	25/-	1250	00
	4" M.S. Hinges	50 Nos	14/-	700	00
	14" cutting wheel	25 Nos	165/-	4125	00
			Total	18005	00
			SGST @ 9 %	1620	45
			CGST @ 9 %	1620	45
			IGST @ 18 %		
			Roundup		10
			Grand Total	21246	00

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 92649
Date: 25/3
Sign: L

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words :

INWARD
Inward No: 10639 Dt: 16/3/22
MRN No: 10524 Dt:
Received By: Sign:
SUMMIT SALES LLP

For Sri Laxmi Ganesh Steels & Hardware

Signature

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

Purchase Order

 26-03-2022 15:48:15

86813
16.03.22 2:13:36

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	**Doc No**	86813	169597
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	22-03-2022	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	22-03-2022	
9246205245/9542575725	**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
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	18450/- check
Other Terms	We resreve 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.'

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

For ***Sri Laxmi Ganesh Steels & Hardware***

Authorised Signatory

Name : ____________

Name : ____________

Date : __/__/____

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 866606	4"	50	Nos		
5	MS.Hinges	4"	50	Nos		
6	Cutting wheel 86813	14"	25	Nos		

Remarks: For MS Fabrication work at SOV site purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	22.03..2022	Sign. & Date	

APPROVED
25 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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