(2)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/05/22	Prepared by	Vanajathi	Serial no.	4540
Supplier name	Sri Laxmi Ganesh Steels & Hardware			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP-SOV	HO received date	
PO/WO date	4/05/22	PO/WO No.	87912	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	054	18/5/22	28,790/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			28,790/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	107809	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:			28,790/-
Amount E – PO / WO value:			28,790/-
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	6/06/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi	Prabhakar			
Sign:	[signature]	APPROVED [signature]			
Date	28/05/22	29 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
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.

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 Po No 87912

M/s. Summit Sales LLP
M.G. Road

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 054
Date : 18/5/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Welding Rod	24 Pak	317/-	7608-	00
	Machine Blade 4"	50 Nos	25/-	1250-	00
	Machine Blade 14"	24 Nos	175/-	4200-	00
	Grinding wheel 4"	24 Nos	35/-	840-	00
	MS sq Hinges	100 Nos	105/-	10500-	00
			Total	24398-	00
			SGST @ 9 %	2195	82
			CGST @ 9 %	2195	82
			IGST @ 18 %		
			Roundup		36
			Grand Total	28790-	00

IN WARD
Inward No: 10670 Dt: 18/5/22
GRN No: 102889 Dt:
Received By: Sign:
SSLLP-SOV

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

Rupees In words :

SUMMIT SALES LLP
IN WARD
No: 94830
Date: 27/5
Sign:
R.R. DIST.

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

 04-05-2022 5:23:10 PM

87912
20.04.22 3:07:39

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**	87912	169728
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	04-05-2022	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	22-04-2022	
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	24.00	317.00	0.00	18.00	8,977.44
2	9550 - Tools - Machine Blade - other - nos *4"*	50.00	25.00	0.00	18.00	1,475.00
3	9550 - Tools - Machine Blade - other - nos *14"*	24.00	175.00	0.00	18.00	4,956.00
4	9550 - Tools - Machine Blade - other - nos *Grinding wheel*	24.00	35.00	0.00	18.00	991.20
5	2126 - Carpentry - hardware - MS Hinges - 8 In - nos *Gate hinges-8"*	100.00	105.00	0.00	18.00	12,390.00
					Total Order Value . . .	**28,789.64**

Rupees : Twenty Eight Thousand Seven Hundred Eighty Nine and Paise Sixty Four 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	SSLLP-SOV 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	nil
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for material stock replenishingpurpose.
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

Name : ______________

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22.04.2022
Site & Phase :	SSLLP-SOV	Time:	10:57
Supplier		Req.No.	169728
Material required before date:		ID No.	76058

No	Description	Size	Quantity	Units	Inward No	Date
1.	Welding rod		2	Boxes		
2.	Cutting Wheel	4"	2	Boxes		
3.	Grinding Wheel 87912	35	24	Nos		
4.	Cutting Wheel	14"	24	Nos		
5.	Hinges 105	8"	100	Nos		

gate

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	22.04.2022	Sign. & Date	

APPROVED
06 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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