

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------|------------------|-------------|------------------|------------------|-----|------------|------------------|-------|----------------------------------------------------------------------------------------------------------------------------|--|--|--|--|-------|--|--|--|------|--|--|--|----------------|----------|-----------|------------|----------|-----------|
| Date: 14/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                            | Prepared by: MINISH                                                                                                                                             |             | Serial no. 5162                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Supplier name: Ganesh Tube Traders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                            |                                                                                                                                                                 |             | HO inward no.                                                       |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Firm/Company: SCLP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                            | Project: SHLP.                                                                                                                                                  |             | HO received date                                                    |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| PO/WO date: 25/05/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            | PO/WO No. 88577.                                                                                                                                                |             | Scan ID.                                                            |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Sl no.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Bill no.                                                                                                                   | Bill date                                                                                                                                                       | Bill amount | Original attached                                                   |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 150                                                                                                                        | 10/06/2022                                                                                                                                                      | 4,661/-     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                            |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                            |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                            |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                            |                                                                                                                                                                 |             | 4,661/-                                                             |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| MRN nos.: 108366.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                            | Proof of delivery matches MRN                                                                                                                                   |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount C – Other Debits :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                            |                                                                                                                                                                 |             | 4,661/-                                                             |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount E – PO / WO value:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                            |                                                                                                                                                                 |             | 4,661/-                                                             |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Amount F – Difference (A – E):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                            |                                                                                                                                                                 |             | NIL.                                                                |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Quantity received as per PO / WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Close PO / WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Payment – due date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                            | 20/06/2022                                                                                                                                                      |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td colspan="2" rowspan="3" style="text-align: center;"> <div style="border: 2px solid blue; padding: 5px;"> APPROVED<br/>14 JUN 2022<br/>MINISH PARIKH<br/>MANAGER PURCHASE </div> </td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table> |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  | Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager | Name: | <div style="border: 2px solid blue; padding: 5px;"> APPROVED<br/>14 JUN 2022<br/>MINISH PARIKH<br/>MANAGER PURCHASE </div> |  |  |  |  | Sign: |  |  |  | Date |  |  |  | Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |
| Approved by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Purchase Officer                                                                                                           | Purchase Manager                                                                                                                                                | M D         | Accountant                                                          | Accounts Manager |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <div style="border: 2px solid blue; padding: 5px;"> APPROVED<br/>14 JUN 2022<br/>MINISH PARIKH<br/>MANAGER PURCHASE </div> |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| Sign:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                            |                                                                                                                                                                 |             |                                                                     |                  |             |                  |                  |     |            |                  |       |                                                                                                                            |  |  |  |  |       |  |  |  |      |  |  |  |                |          |           |            |          |           |
| 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 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.





**GANESH TUBE  
TRADERS**

**TAX INVOICE**

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor



Bill To :  
**SUMMIT SALES LLP**  
5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad

36ACQFS2044C1Z7  
Telangana

Ship To :  
**SUMMIT SALES LLP**  
5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad

36ACQFS2044C1Z7  
Telangana

Invoice No. : **150**  
Ref. No. : **88577**  
Invoice Date : **10-Jun-2022**  
Destination :  
Vehicle No. :  
E-way Bill No :  
Despatch From :

| SI No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate  | per | Disc. % | Amount   |
|--------|----------------------|---------|----------|----------|-------|-----|---------|----------|
| 1      | RED OXIDE            | 350699  | 18 %     | 10 NO    | 75.00 | NO  |         | 750.00   |
| 2      | J PASTE              | 350699  | 18 %     | 40 NO    | 80.00 | NO  |         | 3,200.00 |
|        |                      |         |          |          |       |     |         | 3,950.00 |
|        |                      |         |          |          |       |     |         | 355.50   |
|        |                      |         |          |          |       |     |         | 355.50   |

| INWARD           |             |
|------------------|-------------|
| Inward No: 18276 | Di: 10/6/22 |
| MRN No: 108366   | Di: 10/6/22 |
| Received By:     | Sign:       |
| SUMMIT SALES LLP |             |

**Total: 4,661.00**

**Total Amount In Words: INR Four Thousand Six Hundred Sixty One Only**

| HSN/SAC      | Taxable Value   | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|--------------|-----------------|------------------|--------------------|----------------|------------------|------------------|
| 350699       | 3,950.00        | 9%               | 355.50             | 9%             | 355.50           | 711.00           |
| <b>Total</b> | <b>3,950.00</b> |                  | <b>355.50</b>      |                | <b>355.50</b>    | <b>711.00</b>    |

Tax Amount (in words) : **INR Seven Hundred Eleven Only**

Company's Bank Details

Bank Name : **HDFC BANK**  
A/c No. : **50200014835551**  
Branch & IFS Code: **PG ROAD, SEC-BAD & HDFC0000042**

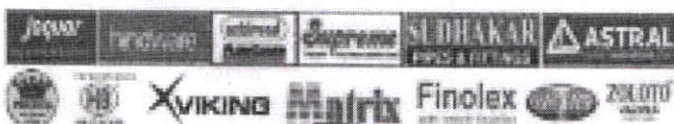
Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct



For GANESH TUBE TRADERS

Authorised Signatory



5-2-270, PLOT NO. 29, HYDERBASTI,  
RANIGUNJ, SECUNDERABAD-3  
TELANGANA PIN 500003  
Ph.: 04066568587 9246330441  
Email : ganeshtribetraders@gmail.com

# Purchase Order

Page(s) 1 Of 1

25-05-2022 13:15:12

Orig



88577

20.05.22 3:37:20

From Company : **Summit Sales LLP**  
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.  
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Ganesh Tube Traders  
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

**GSTIN** 36ADBPJ8881C1ZJ  
9246330441.

66568587/ 66384751

9949248666

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 88577      | 169823 |
| <b>Doc Date</b>   | 25-05-2022 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 26-04-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Sandeep Jain**

Purchase Order for the Supply of following Items.

| Item Name                                            | Qty   | Rate  | Dis% | GST   | Amount          |
|------------------------------------------------------|-------|-------|------|-------|-----------------|
| 1 6613 - Paints - Red Oxide Powder - NA - Kgs<br>1kg | 10.00 | 75.00 | 0.00 | 18.00 | 885.00          |
| 2 6548 - Paints - Janata Paste - NA - kgs<br>500grms | 40.00 | 80.00 | 0.00 | 18.00 | 3,776.00        |
| <b>Total Order Value . . .</b>                       |       |       |      |       | <b>4,661.00</b> |

Rupees : Four Thousand Six Hundred Sixty One Only.

**Terms and Conditions :-**

**Specification /** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** All taxes included in above price.

**Delivery Date** Next Day.

**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** Nil

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weightment. Above order for Stock 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

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

# Requisition Form

|                                |                  |         |            |
|--------------------------------|------------------|---------|------------|
| Company Name:                  | SUMMIT SALES LLP | Date:   | 24.05.2022 |
| Site & Phase :                 | SHLLP            | Time:   | 10:57      |
| Supplier                       |                  | Req.No. | 169823     |
| Material required before date: |                  | ID No.  | 76686.     |

| No | Description         | Size     | Quantity | Units | Inward No | Date |
|----|---------------------|----------|----------|-------|-----------|------|
| 1. | Red Oxide           | 1kg      | 10       | Nos   |           |      |
| 2. | Janatha Paste 88577 | 500grams | 40       | Nos   |           |      |

Remarks: For stock replenishig purpose.

|              |            |              |  |
|--------------|------------|--------------|--|
| Prepared By  | Vanajakshi | Approved by  |  |
| Sign. & Date | 24.05.2022 | Sign. & Date |  |

**APPROVED BY**

**25 MAY 2022**

**SOHAM MODI**  
MANAGING DIRECTOR

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

*(Handwritten signature)*