PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	16/6/22	Prepared by	Deepa	Serial no.	5195
Supplier name	Sri Laxmi Ganesh steels & Hardware			HO inward no.	
Firm/Company	SSHLP	Project	SSHLP	HO received date	
PO/WO date	23/5/22	PO/WO No.	88524	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	072	6/6/22	12,950/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12950/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108500 — 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:	12,950/-
Amount E – PO / WO value:	12,950/-
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	20/6/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	D				
Date	16/6/22				
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.

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 88524

M/s. Summit Sales LLP

M.G-Road

Party's GSTIN 36ACQFS9044C1Z7

Invoice No.: 072

Date : 6/8/22

Transporter :

L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	MS Hinges 6"	100 Nos	105/-	10500	00
	MS. Gate lock Patti	5kgs	95/=	475	00
		Total		10975	00
		SGST @ 9 %		987	75
		CGST @ 9 %		987	75
		IGST @ 18 %			
		Roundup			50
		Grand Total		12950	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 95565 Date: 16/6/22 Sign:

Bank Details :

Sri Laxmi Ganesh Steels & Hardware

C/A : 36998265647

Bank: SBI, Kavadiguda, Sec-bad.

IFSC Code No. : SBIN0020312

INWARD Dt: 6/6/22 Inward No: 10682 Dt: 6/6/22 MRN No: 108500 Sign: Received By: SSI LLP-SO

Rupees In words :

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

88632 →
88981 →

Purchase Order

 24-05-2022 11:18:33 AM

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

88524
20.05.22 3:37:20

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	88524	169812
Doc Date	23-05-2022	
Quote No	Nil	
Quote Date	21-05-2021	
SupplyType	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2127 - Carpentry - hardware - MS Hinges - other - nos *- 8" bright*	100.00	105.00	0.00	18.00	12,390.00
2	8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos kgs	5.00	95.00	0.00	18.00	560.50
				Total Order Value . . .		**12,950.50**

Rupees : Twelve Thousand Nine Hundred Fifty and Paise Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivary & Production of bill
Tax	Included in the above price
Delivery Date	Next Day.
Delivery Location	SSLLP-SOV Cherlapally, Behind Kingston PG Collage, Hyderabad Phone. 9618244433 - Mr. Hemendra
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 Towards HSD yard gate 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 : ______

Contact - -

Accepted the above Terms And Conditions
For *Sri Laxmi Ganesh Steels & Hardware*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.05.2022
Site & Phase :	SSLLP-SOV	Time:	10:57
Supplier		Req.No.	169812
Material required before date:		ID No.	76608

No	Description	Size	Quantity	Units	Inward No	Date
1.	Rods	10Sqmm	3	Tons		
2	MS Hinges	8"	50	Sets		
3.	Lock Patti		5	Kgs		

Remarks: For stock replenishig purpose.

8852

Prepared By	Vanajakshi	Approved by	
Sign.& Date	21.05.2022	Sign. & Date	

APPROVED
2 4 MAY 2022
F. PRABHAKAR
Sr. MANAGER PURCHASE

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

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