PURCHASE DIVISION
Advice for approval for credit to supplier (2)

Date:	16/6/22	Prepared by	Deepa	Serial no.	5196
Supplier name	Sri Laxmi Ganesh Steel & Hardware			HO inward no.	
Firm/Company	SSLHP	Project	SSLHP	HO received date	
PO/WO date	8/6/22	PO/WO No.	88992	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	074	8/6/22	18,417/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			18,417/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	108507	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:			18417/-
Amount E – PO / WO value:			18417/-
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:	[signature]				
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 88992

M/s. Summit Sales LLP
M.G. Road
Party's GSTIN 36ACGFS2044C1Z7

Invoice No.: 074
Date : 8/6/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Welding Rod -	24 Pak	317/-	7608	00
	Grinding wheel 4"	50 No	35/-	1750	00
	Machine Blade 4"	75 No	25/-	1875	00
	Machine Blade 14"	25 No	175/-	4375	00
			Total	15608	00
			SGST @ 9 %	1404	72
			CGST @ 9 %	1404	72
			IGST @ 18 %		
			Roundup		44
			Grand Total	18417	00

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 95564
Date: 16/6/22
Sign:

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

IN WARD
Inward No: 106681 Dt: 8/6/22
MRN No: 108507 Dt: 8/6/22
Received By: Sign:
SSLLP-SOV

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

Purchase Order

 09-06-2022 10:43:03

88992
20.05.22 3:37:24

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**	88992	169874
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	07-06-2022	
	Quote No	nil	
	Quote Date	07-06-2022	
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 *Grinding wheel 4"*	50.00	35.00	0.00	18.00	2,065.00
3	9550 - Tools - Machine Blade - other - nos *cutting wheel 4"*	75.00	25.00	0.00	18.00	2,212.50
4	9550 - Tools - Machine Blade - other - nos *cutting blade 14"*	25.00	175.00	0.00	18.00	5,162.50
					Total Order Value . . .	**18,417.44**

Rupees : Eighteen Thousand Four Hundred Seventeen and Paise Fourty 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	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	nil
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for stock replenishing 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 : __/__/____

Contact - -

Requisition Form

Company Name:	SSLLP	Date:	07.06.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169874
Material required before date:		ID No.	77078

No	Description	Size	Quantity	Units	Inward No	Date
1.	Welding Rod		2	Boxes		
2.	Grinding Rod	4"	2	Boxes	PO: 88992	
3.	Cutting Wheel	4"	3	Boxes		
4.	Cutting Blade	14"	25	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	07.06.2022	Sign. & Date	

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