PURCHASE DIVISION
Advice for approval for credit to supplier ⑥

Date:	24/8/22	Prepared by	Vanajakshi	Serial no.	7532
Supplier name	Sri laxmi Ganesh steels&Hardware			HO inward no.	
Firm/Company	SSCP	Project	SSCP-SOV	HO received date	
PO/WO date	22/8/22	PO/WO No.	91210	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	131	18/8/22	10,620/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
5.				

Amount A – Bills total (Excluding Transport & Hamali Charges):			10,620/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	11035	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:			10,620/-
Amount E – PO / WO value:			10,620/-
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	29/8/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	24/8/22				
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 91210

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

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 131
Date : 18/8/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	MS. SQ Hinges 8"	100 Nos	90/-	9000=	00
		Total		9000=	00
		SGST @ 9 %		810=	00
		CGST @ 9 %		810=	00
		IGST @ 18 %			
		Roundup			
		Grand Total		10620=	00

IN WARD
Inward No: 10701 Dt: 23/8/22
MRN No: 111035 Dt: 24/8/22
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 : ____________________

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

 22-08-2022 16:22:55

91210
17.08.22 12:59:50

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**	91210	170121
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	22-08-2022	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	22-08-2022	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	992000 - HARD-Hardware - Square Hinges-MS- - 200mm - Nos	100.00	90.00	0.00	18.00	10,620.00
					Total Order Value . . .	**10,620.00**

Rupees : Ten Thousand Six Hundred Twenty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

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 reserve the right to reject items not conforming quality and specifications. Above order for stock repleneshing purpose.

Completion Date NA

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 : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	22.08.2022			
Site & Phase :	SSLLP-SOV	Time:	12:00			
Supplier:		Req. No.	170121			
Material required before date:		ID No.	79079			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD9920-Hardware-Square Hinges-MS--200MM-Nos	100		100		
2	PO: 91210					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						