


PURCHASE DIVISION  
Advice for approval for credit to supplier

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Date:		25-11-22	Prepared by		S. Jaysudha	Serial no.		10849
Supplier name		Sri Laxmi Ganesh Steels & Hardware			HO inward no.			
Firm/Company		SS LLP	Project		SH LLP	HO received date		
PO/WO date		2-11-22	PO/WO No.		93538	Scan ID.		
Sl no.	Bill no.	Bill date	Bill amount	Original attached				
1.	221	21-11-22	11,399 /-	<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):							11,399 /-	
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.:		114286			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:							11,399 /-	
Amount E – PO / WO value:							11,399 /-	
Amount F – Difference (A – E):							—	
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				5-12-22				
Remarks: Final bill								
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager			
Name:		Venkat						
Sign:								
Date								
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k			

**APPROVED**  
25 NOV 2022  
VENKAT DWIVEDI  
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 weightment 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 93538

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

Invoice No.: **221**  
Date: 21/11/22  
Transporter:  
L.R. No.:

Party's GSTIN 36ACGF5204HC1Z7

HSN	Description	Qty.	Rate	Amount	
				Rs.	Ps.
	Rod cutting Blade 14"	12 No	180/-	2160 =	00
	Welding Rod	2 case	3750/-	7500 =	00
Total				9660 =	00
SGST @ 9%				869	00
CGST @ 9%				869	00
IGST @ 18%					
Roundup					20
Grand Total				11399 =	00

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

**IN WARD**  
ward No: 10734 Dt: 21/11/22  
IRN No: \_\_\_\_\_ Dt: \_\_\_\_\_  
Received By: \_\_\_\_\_ Sign: \_\_\_\_\_  
**SLLP-SOV**

MRN no  
114286

Rupees In words : \_\_\_\_\_

E & O.E  
Terms & Conditions  
Subject to hyderabad jurisdiction only  
Goods once sold will not be taken back or Exchange



For Sri Laxmi Ganesh Steels & Hardware

Signature

# Purchase Order

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03-11-2022 2:33:06 PM



93538

01.11.22 2:46:15

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  
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH,  
Secunderabad

**GSTIN** 36ARPPK9655D2ZA

9246205245/9542575725

<b>Doc No</b>	93538	170336
<b>Doc Date</b>	02-11-2022	
<b>Quote No</b>	Nill	
<b>Quote Date</b>	30-10-2022	
<b>SupplyType</b>	Supply	

**Kind Attn : G. Anil**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 693600 - TOOL-Tools - Cutting Blade-Metal-Norton - 350mm - Nos cutting wheel 14"	12.00	180.00	0.00	18.00	2,548.80
2 704000 - TOOL-Tools - Welding Rod--Mangalam - 12packets - Corton	2.00	3,750.00	0.00	18.00	8,850.00
<b>Total Order Value . . .</b>					<b>11,398.80</b>

Rupees : Eleven Thousand Three Hundred Ninty Eight and Paise Eighty Only.

## Terms and Conditions :-

<b>Specification /</b>	All items shall be of Banagalam brand/company
<b>Payment Terms</b>	After Delivery & Production of bill
<b>Tax</b>	Inclusive of all taxes
<b>Delivery Date</b>	Next Working Day.
<b>Delivery Location</b>	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Transport cost shall be borne by us.
<b>Warranty</b>	Nil
<b>Advance Paid</b>	NA
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. For Stock replenishing purpose.
<b>Completion Date</b>	NA
<b>Measurment</b>	NA
<b>Security</b>	Nil
<b>Remarks</b>	Original invoice+copy of proof delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO 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:		30.10.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		170336	
Material required before date:			10.01.2022		ID No.		
						R0988	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Square Rod <span style="font-size: 2em;">}</span> 93433	10mm	3	Tons			
2	Flat Patti	3/4"x6mm	3	Tons			
3	Cutting Wheel → 175	14"	12	No's			
4	Weliding Rods → 3750	Per 210 →	24	Packets			
Remarks: For Stock Replenishing purpose .							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		30.10.2022		Sign. & Date			

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



Sh Lalmi Gunesh steel Hardware

93538