PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25-11-22	Prepared by	S. JaySudha	Serial no.	10844
Supplier name	Sri Laxmi Ganesh Steels & Hardware			HO inward no.	
Firm/Company	SS LLP	Project		HO received date	
PO/WO date	23-11-22	PO/WO No.	94288	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	222	23-11-22	13,275/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			13,275/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	114283	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:			13,275/-
Amount E – PO / WO value:			13,275/-
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	5-12-22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venkat			
Sign:		WC			
Date		APPROVED 25 NOV 2022			
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.

Purchase Order

 23-11-2022 14:35:58

94288
16.11.22 3:08:33

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**	94288	170477
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	23-11-2022	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	22-11-2022	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	704000 - TOOL-Tools - Welding Rod--Mangalam - 12packets - Corton	3.00	3,750.00	0.00	18.00	13,275.00
					Total Order Value . . .	**13,275.00**

Rupees : Thirteen Thousand Two Hundred Seventy Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Banagalam brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	SSLLP-SOV Cherlapally, Behind Kingston PG Collage, Hyderabad Phone. 9618244433 - Mr. Hemendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications. For grills welding purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	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

Name : 23/11/22

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

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	22.11.2022
Site & Phase :	SSLLP-SOV	Time:	10:00
Supplier		Req.No.	170477
Material required before date:		ID No.	81769

No	Description	Size	Quantity	Units	Inward No	Date
1.	Square rod -10mm		3	Tons		
2.	Welding rods PO8942388.		3	Boxes		

Remarks: For Powder coating purpose .

Prepared By	M.Ashajyothi	Approved by	
Sign.& Date	22.11.2022	Sign. & Date	

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

APPROVED
23 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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

PoNo 94288

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

Invoice No.: 222
Date : 23/11/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Welding Rod	3case	3750.	11250	00
			Total	11250	00
			SGST @ 9 %	1012	50
			CGST @ 9 %	1012	50
			IGST @ 18 %		
			Roundup		
			Grand Total	13275	00

IN WARD
Inward No: 10734 Dt: 23/11/22
GRN No: Dt:
Received By: Sign:
SSLLP-SOV

MRN No. 114283

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

Rupees In words : ______________________

SUMMIT SALES LLP
Inward No. 101841
Date 25/11/22
R. DIST.

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