PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/01/23	Prepared by	Vanajakshi	Serial no.	13326
Supplier name	Sri Laxmi Ganesh Steels & Hardware			HO inward no.	
Firm/Company	SSCLP	Project	SHLP	HO received date	
PO/WO date	23/12/22	PO/WO No.	95376	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	273	11/01/23	12,390/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,390/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 116395	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:	12,390/-
Amount E – PO / WO value:	12,390/-
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	23/01/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	18/01/23.				
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 95376

M/s. Summit Sales LLP
M.G. Road
Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 273
Date : 11/01/23
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Gate Hinges	100 Nr	105/-	10,500-	00
			Total	10500-	00
			SGST @ 9 %	945	00
			CGST @ 9 %	945	00
			IGST @ 18 %		
			Roundup		
			Grand Total	12,390-	00

IN WARD
Inward No: 10754 Dt: 11/1/23
MRN No: 16395 Dt:
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

 23-12-2022 14:43:13

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

95376
13.12.22 4:32:58

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	95376	170597
Doc Date	23-12-2022	
Quote No	Nil	
Quote Date	21-12-2022	
SupplyType	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	127400 - HARD-Hardware - Ms Hinges-- - 100mm - Nos	100.00	105.00	0.00	18.00	12,390.00
					Total Order Value . . .	**12,390.00**

Rupees : Twelve Thousand Three Hundred Ninty Only.

Terms and Conditions :-

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
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	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications. For Stock Repleneshing 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 : 24/12/2022

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name : ______________________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	21.12.22				
Site & Phase :	SHLLP	Time:					
Unit No./Block No.							
Supplier:		Req. No.	170597				
Material required before date:		ID No.	82698				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	HARD8732-Hardware-MS Hinges---100mm-Nos	100	0	100			
2	PO/95376						
3							
4							
5							
6							
7							
8	9338						
9							
10							
Remarks:	For stock Replenishing Purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Asha jyothi						
Approved By:	Minish						
Sign & Date:							

APPROVED
24 DEC 2022
MANISH PARIKH
MANAGER PROCUREMENT