PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 09/02/23 | Prepared by | Ashajyothi | Serial no. | **14402** |
| Supplier name | Ganesh Tube traders | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 21/01/23 | PO/WO No. | 96366 | Scan ID: | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 616 | 25/01/23 | 2,832/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 2,832/- |

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 116729 | 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: | 2,832/- |
| Amount E – PO / WO value: | 2,832/- |
| 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 | 12/02/23 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ashajyothi | APPROVED | | | |
| Sign: | [signature] | 10 FEB 2023 | | | |
| Date | 09/02/23 | MINISH PARIKH MANAGER PROCUREMENT | | | |
| 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.

# TAX INVOICE

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ
Authorised Distributor:

| Bill To : **SUMMIT SALES LLP**<br>5-4-187/3&4,II FLOOR,MG ROAD, SECUNDRABAD<br><br>36ACQFS2044C1Z7<br>Telangana | Invoice No. : **616**<br>Ref. No. : **96366**<br>Invoice Date : **25-Jan-2023**<br>Destination :<br>Vehicle No. :<br>E-way Bill No :<br>Despatch From : |
|---|---|
| Ship To : **SUMMIT SALES LLP**<br>5-4-187/3&4,II ND FLOOR,MG ROAD, SECUNDERABAD<br><br>36ACQFS2044C1Z7<br>Telangana | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **J PASTE** | 350699 | 18 % | **30 NO** | 80.00 | NO | | **2,400.00** |
| | ***CGST*** | | | | | | | **216.00** |
| | ***SGST*** | | | | | | | **216.00** |
| | | | | | | | **Total:** | **2,832.00** |

INWARD
Inward No. 9335 Dt: 25/1/23
MRN No: 116729 Dt: 27/01/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10558
Date: 3/2
Sign:

**Total Amount In Words:** **INR Two Thousand Eight Hundred Thirty Two Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| 350699 | 2,400.00 | 9% | 216.00 | 9% | 216.00 | 432.00 |
| Total | **2,400.00** | | **216.00** | | **216.00** | **432.00** |

Tax Amount (in words) : **INR Four Hundred Thirty Two Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

**For GANESH TUBE TRADERS**

Authorised Signatory

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct



5-2-270, PLOT NO. 29, HYDERBASTI,
RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

# Purchase Order

 21-01-2023 17:34:31

96366
10.01.23 4:03:12

py

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

| **Supplier Details** | | | |
|---|---|---|---|
| Ganesh Tube Traders<br>5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3. | **Doc No** | 96366 | 170721 |
| | **Doc Date** | 21-01-2023 | |
| | **Quote No** | nil | |
| **GSTIN** 36ADBPJ8881C1ZJ 66568587/ 66384751 | **Quote Date** | 19-01-2023 | |
| 9246330441. 9949248666 | **SupplyType** | Supply | |

**Kind Attn : Sandeep Jain**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 515300 - CHEM-Chemical - Jantha Paste-Epoxy--Bharat Polymers - 400gms - Nos | 30.00 | 80.00 | 0.00 | 18.00 | 2,832.00 |
| | | | | | **Total Order Value . . .** | **2,832.00** |

Rupees : Two Thousand Eight Hundred Thirty Two Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of ___ brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **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 to quality and specifications. Final payment as per actual weighment. Above order for stock replenising 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 deli vary /DC can be sent by email. |

For ***Summit Sales LLP***

Authorised Signatory

Name : 23/01/2023

Name : ____________

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 19.01.2023

Time: 11:00:00

Req. No. 170721

ID No. 83600

96366

| S No | | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
|---|---|---|---|---|---|---|---|
| PAIN 1 | 8548 | PAIN8548-Paints-Red Oxide Primer-- Asian-1Ltr-Can | 8 | 3 | 8 | | |
| 2 | 9331 | PAIN4986-Paints-Black Oxide--Asian-1Kg -Bags | 10 | 28 | 10 | | |
| Pain 3 | 3520 | PAIN3520-Paints-Red Oxide--Asian-1Kg-Bags | 20 | 11 | 20 | | |
| Paint 4 | 4259 | PAIN3462-Paints-White cement--JK-25Kgs-Bags | 5 | 1 | 5 | | |
| Chem 5 | 5153 | CHEM9548-Chemical-Jantha Paste Epoxy--Bharat Polymers-400gms-Nos | 30 | 2 | 30 | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

x PO 96366

80 + GST → 96366

Remarks: For Stock Replenising purpose

| | | | | |
|---|---|---|---|---|
| | Engineer | Project Manager | Purchase | MD |
| Prepared By: | M.Asha jyothi | | | |
| Approved By: | Minish | | | |
| Sign & Date: | | | | |

APPROVED BY
19 JAN 2023
SOHAM MODI
MANAGING DIRECTOR