PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 14/03/23 | Prepared by | Asha jyothi | Serial no. | 15752 |
| Supplier name | Ganji Venkannah & Sons | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 03/03/23 | PO/WO No. | 97777 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 6336 | 6/03/23 | 11,064/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 11,064/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 118222 — 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: | 11,064/- |
| Amount E – PO / WO value: | 11,064/- |
| 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 | 20/03/23 |
| Remarks: | final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 15 MAR 2023 | | | |
| Date | | MINISH PARIKH | | | |
| Approval limit | Upto 20k | MANAGER PROCUREMENT 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 (ORIGINAL FOR RECIPIENT) e-Invoice

IRN : b4b3a70290001ab0d278a5fd6894fd8b979f885a-70e5884cf08875ce826e18b1
Ack No. : 112315556388440
Ack Date : 6-Mar-23

Ganji Venkannah & Sons

**GANJI.VENKANNAH & SONS-(from2022-2023)**
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH NO :27710339-27719935
MOB NO :8247540893

| | |
|---|---|
| Invoice No. **6336** | Dated **6-Mar-23** |
| Delivery Note | Mode/Terms of Payment **CREDIT** |
| Reference No. & Date. | Other References |
| Buyer's Order No. **97777/170933** | Dated **3-Mar-23** |
| Dispatch Doc No. | Delivery Note Date |
| Dispatched through | Destination |
| Terms of Delivery | |

Consignee (Ship to)
**SUMMIT SALES LLP**
Summit Housing Llp Cherlapally, Behind Kingston Pg College, Hyderabad Phone 9618244433
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
**SUMMIT SALES LLP**
Summit Housing Llp Cherlapally, Behind Kingston Pg College, Hyderabad Phone 9618244433
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate (Incl. of Tax) | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **BLACK PGE 4 LTR** | 32089090 | **4 Nos** | 1,015.99 | 861.01 | Nos | | **3,444.04** |
| 2 | **BIRLA WALL PUTTY 30 KGS** | 32141000 | **10 Nos** | 700.00 | 593.22 | Nos | | **5,932.20** |
| | | | | | | | | 9,376.24 |
| | ***CGST*** | | | | | | | **843.86** |
| | ***SGST*** | | | | | | | **843.86** |
| | ***Round Off*** | | | | | | | **0.04** |
| | Total | | **14 Nos** | | | | | **₹ 11,064.00** |

INWARD
Inward No. 19511 Dt. 6/3/23
MRN No. 118222 Dt. 7/3/23
Received By: Sign: Suj
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 87395
Date: 13/3/23
Sign:

Amount Chargeable (in words) *E. & O.E*
**INR Eleven Thousand Sixty Four Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 32089090 | 3,444.04 | 9% | 309.96 | 9% | 309.96 | 619.92 |
| 32141000 | 5,932.20 | 9% | 533.90 | 9% | 533.90 | 1,067.80 |
| Total | **9,376.24** | | **843.86** | | **843.86** | **1,687.72** |

Tax Amount (in words) : **INR One Thousand Six Hundred Eighty Seven and Seventy Two Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
TERMS & CONDITIONS:
1. Goods once sold will not be taken back or exchanged.
2. Interest @ 24% will be charged after 30 days from invoice date.
3. Subject to secunderabad jurisdiction.

for GANJI VENKANNAH & SONS-(from2022-2023)

Authorised Signatory

This is a Computer Generated Invoice

# Purchase Order

 03-03-2023 14:25:37

97777
16.02.23 5:15:19

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

| **Supplier Details** | | | |
|---|---|---|---|
| Ganji Venkannah & sons (Asian Paints)<br>#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India. | **Doc No** | 97777 | 170933 |
| | **Doc Date** | 03-03-2023 | |
| | **Quote No** | nil | |
| **GSTIN** 36AABFG9288K1ZT 040-40146505 | **Quote Date** | 01-03-2023 | |
| 27710339,27719935,277807357 | **SupplyType** | Supply | |

**Kind Attn : Mr.Ganji Ashok**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 539500 - PAEN-Paints - Enamel-Black -Asian Apcolite - 4Ltrs - can | 4.00 | 861.01 | 0.00 | 18.00 | 4,063.97 |
| 2 | 330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags | 10.00 | 593.22 | 0.00 | 18.00 | 7,000.00 |
| | | | | | **Total Order Value . . .** | **11,063.96** |

Rupees : Eleven Thousand Sixty Three and Paise Ninty Six Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of Asian brand |
| **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. Above order for stock repleneshing 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 : 03/03/2023

Accepted the above Terms And Conditions

For ***Ganji Venkannah & sons (Asian Paints)***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 01.03.20 |
| Site & Phase : | SHLLP | Time: | 11:00: |
| Unit No./Block No. | | | |
| Supplier: | | Req. No. | 17 |
| Material required before date: | | ID No. | 8483 |

PO 97777

| S No | Item | Qty required | Qty availa at site |
|---|---|---|---|
| 1 | PAIN9331-Paints-Enamel-Black -Asian Apcolite-4Ltrs-Can | 4 | |
| 2 | PAIN7286-Paints-Wall Putty Cement --Birla-20 Kg-Bags | 10 | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Remarks: For Stock Replenishing purpose

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