

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/7/20		Prepared by:		SOWMYA	
PO/WO no.		68818		PO / WO Date.		13/7/20	
Supplier Name		Ganesh tube Traders.		PO/WO amount		7,965	
Firm/Company		SSLP		Project		SSLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	111	14/7/20		7,965			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						7,965	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81352	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						7,965	
Amount E – PO / WO value:						7,965	
Amount F – Difference (A – E):							
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs.____/- ☐ No				
Payment – due date			31.7.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	24/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-



GANESH TUBE TRADERS

(ORIGINAL FOR RECIPIENT)

Invoice No. 111
Ref. No. 68818

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:



Dated 14-Ju-2019

TAX INVOICE

Party : **SUMMIT SALES LLP**
5-4-187/3&4, 2 Nd Floor, Mg Road,
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	TEFLON TAPE 12MMX10MT	3919	18 %	500 NO	15.00	NO	10 %	6,750.00
								607.50
								607.50

CGST
SGST



INWARD	
Inward No: 10611	Dt: 21/7/20
MRN No: 81352	Dt: 22/7/20
Received By:	Sign: <i>[Signature]</i>
SUMMIT SALES LLP	

Certified by:
Stores Manager

Total

500 NO

₹ 7,965.00

Amount Chargeable (Goods)

INR Seven Thousand Nine Hundred Sixty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Tot Tax Amount
3919	6,750.00	9%	607.50	9%	607.50	1,215.00
Total	6,750.00		607.50		607.50	1,215.00

Tax Amount (in words)
Company's PAN

INR One Thousand Two Hundred Fifteen Only
ADBPJ8881C

Company's Bank Details

Bank Name : HDFC CA 50200014835551

A/c No. : 50200014835551

Branch & IFS Code: PG ROAD, SEC-BAD & HDFC0000042

Declaration

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

for GANESH TUBE TRADERS (21-8-2019)



REVERSE CHARGE. NO

H.No.5-2-270, Plot No.29, Hyderabad,
(Back side of Old Traffic P.S.)
Secunderabad - 500 003.
Ph: 040-66568587, 66568581
Email: ganesh tubetraders@gmail.com
www.ganesh tubetraders.com



Purchase Order

Page(s) 1 Of 1

13-07-2020 4:25:00 PM



68818

15.07.20 12:16:57

From 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

5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

GSTIN 36ADBPJ8881C1ZJ

66568587/ 66384751

9246330441.

9949248666

Doc No

68818

14703

Doc Date

13-07-2020

Quote No

Nil

Quote Date

13-07-2020

SupplyType

Supply

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6040 - Miscellaneous - Teflon tape - NA - nos	500.00	15.00	10.00	18.00	7,965.00
Total Order Value . . .					7,965.00
Rupees : Seven Thousand Nine Hundred Sixty Five Only.					

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Within 3 days**Delivery Location** Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty For Delay Nil**Transportation Cost** Included by us !**Warranty** 7 years warranty**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for stock purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		8.7.2020	
Site & Phase :		SHLLP		Time:		15.30	
Supplier				Req. No.		14703	
Material required before date:					ID No.		58450
No	Description	Size	Quantity	Units	Inward No	Date	
1	TEFLON TAPE 688'S		500	NOS			
2	ODONIL		36	NOS			
3	LEGAL PAPER-WHITE		10	BDL			
4							
5							
6							
7							
8							
9							
Remarks: FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		8.07.2020		Sign. & Date			

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

