PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 3/9/20 | Prepared by: | SOWMYA |
| PO/WO no. | 69739 | PO / WO Date. | 26/8/20 |
| Supplier Name | Sri laxmi Ganesh steels & Hardware | PO/WO amount | 30,680 |
| Firm/Company | SSllp | Project | Shllp. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 660 | 29/8/20. | 30,680 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 30,680. |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 82488 | ☑ 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: | 30,680 |
| Amount E – PO / WO value: | 30,680 |
| 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 | **5.9.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | APPROVED 09 AUG 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 3/9/20. | | | | | | |

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/-

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 69739

M/s. Summit Sales LLP
Sec-bad

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 660
Date : 29/8/20
Transporter :
L.R. No. :

3/9/20

| HSN | Description | Qty. | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| | MS Gate Lock set | 100 Nos | 90/= | 9000= | 00 |
| | MS sq Hinges | 200 Nos | 85/= | 17000= | 00 |
| | | | Total | 26000= | 00 |
| | | | SGST @ 9 % | 2340= | 00 |
| | | | CGST @ 9 % | 2340= | 00 |
| | | | IGST @ 18 % | | |
| | | | Roundup | | |
| | | | Grand Total | 30680= | 00 |

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68981
Date 5/9

INWARD WITH
Inward No. 10395 | Dt: 31/8/20
MRN No: | Dt:
Received By: | Sign:
SILVER OAK VILLAS LLP

INWARD
Inward No: 14810 | Dt: 01/9/20
MRN No: 82488 | Dt: 2/9/20
Received By: | Sign:
SUMMIT SALES LLP

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

Rupees In words : Tharty Thousand Six Hundrand and Eighty Only

Certified by:
Stores Manager

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

 26-08-2020 15:43:44

69739
21.08.20 11:16:08

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** | 69739 | 14820 |
| Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad | **Doc Date** | 26-08-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ARPPK9655D2ZA | **Quote Date** | 21-08-2020 | |
| 9246205245/9542575725 | **SupplyType** | Supply | |

**Kind Attn : G. Anil**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos<br>*12" - Full set* | 100.00 | 90.00 | 0.00 | 18.00 | 10,620.00 |
| 2 | 2126 - Carpentry - hardware - MS Hinges - 8 In - nos<br>*Square type* | 200.00 | 85.00 | 0.00 | 18.00 | 20,060.00 |
| | | | | | **Total Order Value . . .** | **30,680.00** |

Rupees : Thirty Thousand Six Hundred Eighty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of 1st qlty. |
| **Payment Terms** | 100% as advance |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Rs. 30,680/- paid vide cheque no. , dtd. |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for MS Gates making purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

26/08/2020

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 19.08.2020 |
| Site & Phase : | SHLLP | Time: | 16.30 |
| Supplier | | Req. No. | 14820 |
| Material required before date: | | ID No. | 59250. |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | LOCK PATTI | 12" | 100 | NOS | 90+18 | % - Per Set. |
| 2 | HINGES-SQ TYPE | 8" | 200 | NOS | | |
| 3 | | | | | | |
| 4 | 69739 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Remarks:FOR STOCK MAINTENANCE AND SITE USE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY |
| Sign.& Date | 19.08.2020 | Sign. & Date | 25 AUG 2020 SOHAM MODI MANAGING DIRECTOR |

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

# Estimate/Draft PO

 21-08-2020 16:10:01 Original / Office Copy / Purchase Div.Copy

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

Draft PO for Approval

| **Supplier Details** | | | |
|---|---|---|---|
| Sri Laxmi Ganesh Steels & Hardware | **Doc No** | 69739 | 14820 |
| Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad | **Doc Date** | 21-08-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ARPPK9655D2ZA | **Quote Date** | 21-08-2020 | |
| 9246205245/9542575725 | **SupplyType** | Supply | |

**Kind Attn : G. Anil**

Estimate/Draft PO for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos<br>*12" - Full set* | 100.00 | 90.00 | 0.00 | 18.00 | 10,620.00 |
| 2 | 2126 - Carpentry - hardware - MS Hinges - 8 In - nos<br>*Square type* | 200.00 | 85.00 | 0.00 | 18.00 | 20,060.00 |
| | | | | | **Total Order Value . . .** | **30,680.00** |

Rupees : Thirty Thousand Six Hundred Eighty Only.

## Terms and Conditions :-

**Specification / Brand** All items shall be of 1st qlty.

**Payment Terms** 100% as advance

**Tax** Inclusive of all taxes

**Delivery Date** Next day.

**Delivery Location** Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra,9502266233, Mahesh.

**Penality For Delay** Nil

**Transportation Cost** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** Rs. 30,680/- paid vide cheque no. , dtd.

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for MS Gates making purpose.

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**

21/8

APPROVED BY
25 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

T.D. Nguyen 21/8/20.

For *Summit Sales LLP*
Authorised Signatory

Draft PO for Approval

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

Name : ____________ Name : ____________ Date : __/__/____