PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/2020	Prepared by:	T.D. Murthy
PO/WO no.	71310	PO / WO Date.	15/10/2020
Supplier Name	Ganesh Tube Traders	PO/WO amount	Rs. 36,285/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	305	17/10/2020	Rs. 36,285/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 36,285/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	305	17/10/2020	84211	☑ 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:				Rs. 36,285/-
Amount E – PO / WO value:				Rs. 36,285/-
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	**31/10/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 29 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/10/20	30/10					

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)

GSTIN: 36ADBPJ8881C1ZJ
Authorised Distributor:
Clair
Too Strong to Resist...

Invoice No. **305**
Ref. No. **71310**

Dated **17-Oct-2020**

E 22/10/20.

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

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**ARALDITE 500GMS**	3506	18 %	**30 NO**	550.00	NO		**16,500.00**
2	**J PASTE**	3506	18 %	**30 NO** 20	55.00	NO		**1,650.00**
3	**WALL PUTTY 20KG**	3214	18 %	**20 NO**	630.00	NO		**12,600.00**
								30,750.00
	CGST							**2,767.50**
	SGST							**2,767.50**
	Total			**80 NO**				**₹ 36,285.00**

MODI PROPERTIES PVT LTD * SEC'BAD *
INWARD
No. 70351
Date. 22/10
Sign.

INWARD
Inward No: 15086 Dt: 20/10/20
MRN No: 84211 Dt: 21/10/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Amount Chargeable (in words)
E. & O.E

INR Thirty Six Thousand Two Hundred Eighty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3506	18,150.00	9%	1,633.50	9%	1,633.50	3,267.00
3214	12,600.00	9%	1,134.00	9%	1,134.00	2,268.00
Total	**30,750.00**		**2,767.50**		**2,767.50**	**5,535.00**

Tax Amount (in words) : **INR Five Thousand Five Hundred Thirty Five Only**

Company's PAN : **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(2018-2019)
GANESH TUBE TRADERS SEC'BAD
Authorised Signatory

REVERSE CHARGE: NO

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

Purchase Order

 15-10-2020 14:48:55

71310
10.10.20 12:34:48

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		**Doc No**	71310	168044
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.		**Doc Date**	15-10-2020	
		Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ	66568587/ 66384751	**Quote Date**	15-10-2020	
9246330441.	9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7109 - Plumbing - other - Araldite - other - gms	30.00	550.00	0.00	18.00	19,470.00
2	6548 - Paints - Janata Paste - NA - kgs	30.00	55.00	0.00	18.00	1,947.00
3	6601 - Paints - Wall Care Putti - 20kgs - bags	20.00	630.00	0.00	18.00	14,868.00
				Total Order Value . . .		**36,285.00**

Rupees : Thirty Six Thousand Two Hundred Eighty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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	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 maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ______

Contact - -

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	13.10.20
Site & Phase :	SHLLP	Time:	14.00
Supplier		Req. No.	168044
Material required before date:		ID No.	60729

No	Description	Size	Quantity	Units	Inward No	Date
1	WALL CARE PUTTY		20	BAGS		
2	JANTA PASTE	500 GM	30	NOS		
3	ARALDITE	500 GM	30	NOS		
4						
5						
6	P.O. 71310					
7						
8						
10						
11						
12						
13						

Remarks: FOR STOCK AND SITE

Prepared By	HEMENDRA	Approved by	
Sign.& Date	13.10.20	Sign. & Date	

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