PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73325	PO / WO Date.	28/12/2020
Supplier Name	Sri Laxmi Ganesh Steels & Hardware	PO/WO amount	Rs. 4,814/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	852	08/01/2021	Rs. 4,814/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,814/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	852	08/01/2021	87615	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
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. 4,814/-
Amount E – PO / WO value:				Rs. 4,814/-
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	**23/01/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	21/1/21						

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

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 73325

M/s. Summit Sales LLP
MG. Road
Party's GSTIN 36ACGFS2044C1Z7

Invoice No.: 852
Date : 8/1/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Machine Blade 14"	24 No	145/-	3480	00
	Machine Blade 4"	24 No	25/-	600	00
			Total	4,080	00
			SGST @ 9 %	367	20
			CGST @ 9 %	367	20
			IGST @ 18 %		
			Roundup		40
			Grand Total	4814	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 73555 Date 20/1
Sign.

Inward No: 6433 Dt: 8/1/21
MRN No: Dt:
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 :

INWARD
Inward No: 15590 Dt: 9-1-21
MRN No: 87615 Dt: 18/1/21
Received By: Sign:
SUMMIT SALES LLP

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

 21-01-2021 15:48:12

Purchase Order

73325
23.12.20 11:33:23

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 Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad **GSTIN** 36ARPPK9655D2ZA 9246205245/9542575725	**Doc No**	73325	168255
	Doc Date	28-12-2020	
	Quote No	Nil	
	Quote Date	16-11-2020	
	SupplyType	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Cutting blade Norton 14"*	24.00	145.00	0.00	18.00	4,106.40
2	9550 - Tools - Machine Blade - other - nos *Cutting blade 4"*	24.00	25.00	0.00	18.00	708.00
Rupees : Four Thousand Eight Hundred Fourteen and Paise Fourty Only.			**Total Order Value . . .**			**4,814.40**

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. Welding rod - Mangalam brand.
Payment Terms	100% as advance at the time of delivery & Production of bill
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. 4,531/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for MS Fabrication work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 21/01/2021

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	28.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168255
Material required before date:		ID No.	62584

No	Description	Size	Quantity	Units	Inward No	Date
1	CUTTING WHEEL	14"	24	NOS		
2	CUTTING BLADE	4"	24	NOS		
3						
4						
5	7332					
6						
7						
8						
9						
10						
11						
12						

Remarks : FOR FABRICATION PURPOSE

Prepared By	SOWMYA	Approved by	
Sign.& Date	28.12.20	Sign. & Date	

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

APPROVED
28 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE