PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/4/21	Prepared by:	PRABHAKAR
PO/WO no.	75184	PO / WO Date.	24/2/21.
Supplier Name	Sri Laxmi Ganesh Steel & Hardware	PO/WO amount	2,336.40
Firm/Company	Summit Sols LLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	917	18/3/21	2336-40
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2336-40

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			917	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges/Charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2336-40
Amount E – PO / WO value:	2336-40
Amount F – Difference (A – E): GST-18%	

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	12/4
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		5/4					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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 75184

M/s. SUMMit Sales LLP
M.G. Road
Party's GSTIN 36ACGFS2044C1Z7

Invoice No.: 917
Date : 10/3/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	All Drops 8"	28 Nos	45/-	1260=	00
	M.S. Hinges 3"	60 No	12/-	720=	00
			Total	1980=	00
			SGST @ 9 %	178=	20
			CGST @ 9 %	178=	20
			IGST @ 18 %		
			Roundup		40
			Grand Total	2336=	00

76082
30/3/21
New

Inward No.
Received By.
M469 26/3/21
SUMMIT SALES LLP

Certified by:
Stores Manager

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

INWARD
Inward No: 16105 Dt: 29/3/21
MRN No: 90676 Dt: 29/3/21
Received By: Sign:
SUMMIT SALES LLP

Rupees In words :

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

 24-02-2021 15:37:23

75184
23.02.21 5:16:58

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**	75184	168430
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	24-02-2021	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	10-02-2021	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2027 - Carpentry - hardware - Al Aldrop - 8 In - nos	28.00	45.00	0.00	18.00	1,486.80
2	2127 - Carpentry - hardware - MS Hinges - other - nos 3"	60.00	12.00	0.00	18.00	849.60
					Total Order Value . . .	**2,336.40**

Rupees : Two Thousand Three Hundred Thirty Six and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ISI brand/company
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
Penality For Delay	Nil
Transportation Cost	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 4 in1 Portable labour quarters purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 24/02/2021

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	23/02/2021
Site & Phase :	Summit sales	Time:	11:00
Supplier		Req. No.	168430
Material required before date:		ID No.	64212

No	Description	Size	Quantity	Units	Inward No	Date
1	Square pipe (2.5mm thick)	75mmx75mm	110	Lengths	57.70+18% - 32 Kg	
2	L-Angle (8mm Thick) 75101	75mmx75mm	07	Lengths	49.70+18%. 42 Kg	
3	L-Angles(6mm thick)	40mmx40mm	140	Lengths	48.25+18% - 21 Kg	
4	Nuts and Bolts with double washers	12mm	40	kgs		
5	Nuts & Bolts with double washers	6mmx65mm	20	kgs		
6	Flush Door	72" X 23.5"	28	Nos		
7	**Aldrop** 75100	8"	28	Nos		
8	MS Hinges	3"	60	Nos		
9						
10	75189					
11						

Remarks: -For 4 in 1 Portable labor Quarters, & Aerocon Pannels - Set of 07.

Prepared By	T.D. Murthy	Approved by	
Sign.& Date	23/02/2021	Sign. & Date	APPROVED BY 24 FEB 2021 SOHAM MODI MANAGING DIRECTOR

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