PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/04/2021	Prepared by:	T.D. Murthy
PO/WO no.	75496	PO / WO Date.	11/03/2021
Supplier Name	Sri Laxmi Ganesh Steels & Hardware	PO/WO amount	Rs. 11,918/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	936	30/03/2021	Rs. 11,918/-
2.	-	-	-
3.	-	-	-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 11,918/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	936	30/03/2021	91149	☑ 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. 11,918/-
Amount E – PO / WO value:	Rs. 11,918/-
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. 11,918/- ☐ No
Payment – due date	-
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 12 APR 2021				
Date	12/4/21	12/4					

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. 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 75496

M/s. Summit Sales LLP
MG. Road
Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 936
Date : 30/3/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Machine Blade 14"	15 Nos	145/-	2175	00
	Welding Rod	25 Pak	267/-	6675	00
	Machine Blades 4"	50 Nos	25/-	1250	00
			Total	10100	00
			SGST @ 9 %	909	00
			CGST @ 9 %	909	00
			IGST @ 18 %		
			Roundup		
			Grand Total	11918	00

INWARD WITH TIME
Inward No. 10470 Dt. 1/4/21
MRN No. 91149 Dt. 12/4/21
Received By:
Sign.
SILVER OAK VILLAS LLP

MODI PROPERTIES SEC'BAD
INWARD
No. 76490
Date 12/4
Sign.

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

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

 11-03-2021 13:54:37

75496
OI 04.03.21 12:26:59

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**	75496	168483
	Doc Date	11-03-2021	
	Quote No	Nil	
	Quote Date	23-01-2021	
	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"*	15.00	145.00	0.00	18.00	2,566.50
2	9574 - Tools - Welding Rod - NA - nos	25.00	267.00	0.00	18.00	7,876.50
3	9550 - Tools - Machine Blade - other - nos *Cutting wheel - 4"*	50.00	25.00	0.00	18.00	1,475.00
					Total Order Value . . .	**11,918.00**

Rupees : Eleven Thousand Nine Hundred Eighteen Only.

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
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 11,918/- 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 : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Company Name	Summit sales LLP				
Site & Phase	Summit Housing LLP			Requisition No.	168483
Date	11-03-2021	Time	10:30 AM	ID No.	64589
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Cutting blades	4”	50	nos
2.	Cutting blades	14”	15	nos
3.	~~Welding rods~~		~~25~~	~~nos~~
	75496			

Remarks: for stock maintanance purpose			
Prepared By:	Neha	Approved By:	
Sign. & Date:	11-03-2021	Sign. & Date:	

APPROVED
11 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE