PURCHASE DIVISION

8

Advice for approval for credit to supplier

Date:	27/5/21	Prepared by:	HEMENDRA
PO/WO no.	7684	PO / WO Date.	3/5/21
Supplier Name	Ganesh Tube Traders	PO/WO amount	7,965/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	86	18/5/21	7,965/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				7,965/-
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	86	18/5/21	92302	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B – Other Credits : Transportation charges				—
Amount C – Other Debits :				—
Amount D (D=A+B-C) – Amount to be credited to the supplier:				
Amount E – PO / WO value:				7,965/-
Amount F – Difference (A – E): GST-18%				7,965/-

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	
Remarks: Inclusive GST	

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

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/-

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ
Authorised Distributor:
Clair

(ORIGINAL FOR RECIPIENT)

Invoice No. 86
Ref. No. 76874

Dated 18-May-2021

Tax Invoice

Party : **SUMMIT SALES LLP**
SECUNDERABAD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**TEFLON TAPE 12MMX10MT**	391910	18 %	**500 NO**	15.00	NO	10 %	**6,750.00**
	CGST							**607.50**
	SGST							**607.50**
	Total			**500 NO**				**₹ 7,965.00**

INWARD
Inward No: 16394 Dt: 24/5/21
MRN No: 92-30-2 Dt:
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Amount Chargeable (in words) *E. & O.E*
INR Seven Thousand Nine Hundred Sixty Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
391910	6,750.00	9%	607.50	9%	607.50	1,215.00
Total	**6,750.00**		**607.50**		**607.50**	**1,215.00**

Tax Amount (in words) : **INR One Thousand Two Hundred Fifteen Only**

Company's Bank Details
Bank Name : **HDFC CA 50200014835551**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

80632
27/5

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

This is a Computer Generated Invoice

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

 03-05-2021 3:28:18 PM

76874
06.05.21 4:35:37

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 5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3. **GSTIN** 36ADBPJ8881C1ZJ 66568587/ 66384751 9246330441. 9949248666	**Doc No**	76874	168645
	Doc Date	03-05-2021	
	Quote No	Nil	
	Quote Date	03-05-2021	
	SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6040 - Miscellaneous - Tefflon tape - NA - nos	500.00	15.00	10.00	18.00	7,965.00
					Total Order Value . . .	**7,965.00**

Rupees : Seven Thousand Nine Hundred Sixty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After 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	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 Stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	28.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	03:00
Supplier		Req. No.	168645
Material required before date:		ID No.	65812

No	Description	Size	Quantity	Units	Inward No	Date
1	GI Buckets 76872		48	nos		
2	Blue Sheet	18x24	10	sft		
3	Spade With Handles		20	nos		
4	Mopping Cloth		120	nos		
5	Yellow Cloth		120	nos		
6	Checks Cloth		120	nos		
7	Dettol Liquid		10	nos		
8	Dettol Hand Wash		48	nos		
9	Water Bottles		60	nos		
10	Babul Can	20ltrs	20	nos		
11	Room Freshner		36	nos		
12	Odonil		50	nos		
13	Surf		60	nos		
14	Vim Bar		48	nos		
15	Lizol		48	nos		
16	Harpic		48	nos		
17	Phinyle		40	nos		
18	Colin		60	nos		
19	Safety Belt 76873		20	nos		
20	Wiper		20	nos		
21	Dust Pan		24	nos		
22	Bambay Broom	Big	50	nos		
23	Mopping Stick		30	nos		
24	PVC Bucket		10	nos		
25	Acid		120	nos		
26	Teflon Tape 76874		500	nos		
27	Sponges		1000	nos		
28	Bambay Broom	Small	300	nos		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	28.04.2021	Sign. & Date	

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

- 1 MAY 2021