PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/6/21	Prepared by:	HEMENDRA
PO/WO no.	77995	PO / WO Date.	24/6/21
Supplier Name	Sri Laxmi Ganesh Steel & Hardware	PO/WO amount	27,848/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	104	25/6/21	27,848/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			27,848/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	104	25/6/21	93220	☐ 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:	27,848/-
Amount E – PO / WO value:	27,848/-
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 Rs 27848/-
Payment – due date	2/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		28/6/21					

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. 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 77999

M/s. SUMMit Sales LLP
M.G. Road
Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 104
Date : 25/06/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Machine Blade 4"	50 Nu	25/-	1250	00
	Machine Blades 14"	50 Nos	135/=	6750	00
	Welding Rod	5 Boxse	3120/=	15600	00
			Total	23,600	00
			SGST @ 9 %	2124	00
			CGST @ 9 %	2124	00
			IGST @ 18 %		
			Roundup		
			Grand Total	27848	00

INWARD
Inward No: 10512 Dt: 28/6/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT LTD SEC'BAD
INWARD No. 81654 Date 28/6

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: 16525 Dt: 28/6/21
MRN No: 93220 Dt: 28/6/21
Received By: Sign:
SUMMIT SALES LLP

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

For Sri Laxmi Ganesh Steels & Hardware

Signature

24-06-2021 16:22:49

Purchase Order

77999

19.06.21 11:50:49

opy

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	77999	168768
Doc Date	24-06-2021	
Quote No	Nil	
Quote Date	20-05-2021	
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 *4" cutting wheel*	50.00	25.00	0.00	18.00	1,475.00
2	9550 - Tools - Machine Blade - other - nos *14" cutting blade*	50.00	135.00	0.00	18.00	7,965.00
3	9574 - Tools - Welding Rod - NA - nos	5.00	3,120.00	0.00	18.00	18,408.00
					Total Order Value . . .	**27,848.00**

Rupees : Twenty Seven Thousand Eight Hundred Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% as advance payment.
Tax	Included in the 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	Rs. 27,848/- to be pay vide cheque no. dt.
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for MS Fabrication work purpose.
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 24/06/2021

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		23-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00	
Supplier				Req. No.		168768	
Material required before date:				ID No.		66934	
S. No	Description		Size	Quantity	Units	Inward No	Date
1	Cutting Blade		14"	50	Nos		
2	Welding Rods	27999		5	Boxes		
3	Cutting Blade		4"	50	Nos		
Remarks:For SSLLP fabrication work purpose							
Prepared By		BHAVANI					
Sign.& Date		23-06-2021		Sign. & Date		24 JUN	

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