

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

*(Handwritten initials)*

|                                                               |                  |                                                                                                                                                                           |                                                                                  |
|---------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Date: <u>10/7/21</u>                                          |                  | Prepared by: <u>H. MENARA</u>                                                                                                                                             |                                                                                  |
| PO/WO no. <u>78429</u>                                        |                  | PO / WO Date. <u>8/7/21</u>                                                                                                                                               |                                                                                  |
| Supplier Name <u>Ganesh Tuh Trade</u>                         |                  | PO/WO amount <u>31,860/-</u>                                                                                                                                              |                                                                                  |
| Firm/Company <u>SSLP</u>                                      |                  | Project <u>SSLP</u>                                                                                                                                                       |                                                                                  |
| Sl. No.                                                       | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount                                                                      |
| 1                                                             | <u>203</u>       | <u>9/7/21</u>                                                                                                                                                             | <u>2,124/-</u>                                                                   |
| 2                                                             |                  |                                                                                                                                                                           |                                                                                  |
| 3                                                             |                  |                                                                                                                                                                           |                                                                                  |
| 4                                                             |                  |                                                                                                                                                                           |                                                                                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                                                                                                                                                                           | <u>2,124/-</u>                                                                   |
| Sl. No.                                                       | DC No            | DC. Date                                                                                                                                                                  | MRN No. DC matches MRN                                                           |
| 1.                                                            | <u>203</u>       | <u>9/7/21</u>                                                                                                                                                             | <u>93801</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.                                                            |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                         |
| 3.                                                            |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                         |
| Amount B –Other Credits : Transportation charges              |                  |                                                                                                                                                                           |                                                                                  |
| Amount C –Other Debits :                                      |                  |                                                                                                                                                                           |                                                                                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                                                                                                                                                                           | <u>2,124/-</u>                                                                   |
| Amount E – PO / WO value:                                     |                  |                                                                                                                                                                           | <u>31,860/-</u>                                                                  |
| Amount F – Difference (A – E): GST-18%                        |                  |                                                                                                                                                                           | <u>29,736/-</u>                                                                  |
| Quantity received as per PO /WO                               |                  | <input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input checked="" type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                                                  |
| Is difference between PO / Bill acceptable?                   |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                                                                                  |
| Excess / short material received                              |                  | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                                                                                  |
| Close PO / W?O                                                |                  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                                                  |
| Advance paid / PDC given (deduct when paying)                 |                  | <input type="checkbox"/> Yes – Rs. <u>1/-</u> <input checked="" type="checkbox"/> No                                                                                      |                                                                                  |
| Payment – due date                                            |                  | <u>16/7/21</u>                                                                                                                                                            |                                                                                  |
| Remarks: <u>Part Bill</u>                                     |                  |                                                                                                                                                                           |                                                                                  |
| Approved by                                                   | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager                                                              |
| Sign:                                                         | <u>X</u>         |                                                                                                                                                                           |                                                                                  |
| 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**

**TAX INVOICE**

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:



Bill To :  
**SUMMIT SALES LLP**  
5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad

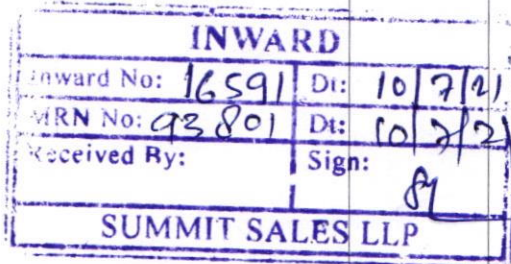
36ACQFS2044C1Z7  
Telangana

Ship To :  
**SUMMIT SALES LLP**  
5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad

36ACQFS2044C1Z7  
Telangana

Invoice No. : **203**  
Ref. No. : **78429**  
Invoice Date : **9-Jul-2021**  
Destination :  
Vehicle No. :  
E-way Bill No :  
Despatch From :

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate  | per | Disc. % | Amount   |
|--------|----------------------|---------|----------|----------|-------|-----|---------|----------|
| 1      | J PASTE              | 350610  | 18 %     | 30 NO    | 60.00 | NO  |         | 1,800.00 |
|        | CGST                 |         |          |          |       |     |         | 162.00   |
|        | SGST                 |         |          |          |       |     |         | 162.00   |



**Total: 2,124.00**

**Total Amount In Words: INR Two Thousand One Hundred Twenty Four Only**

| HSN/SAC      | Taxable Value   | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|--------------|-----------------|------------------|--------------------|----------------|------------------|------------------|
| 350610       | 1,800.00        | 9%               | 162.00             | 9%             | 162.00           | 324.00           |
| <b>Total</b> | <b>1,800.00</b> |                  | <b>162.00</b>      |                | <b>162.00</b>    | <b>324.00</b>    |

Tax Amount (in words) : **INR Three Hundred Twenty Four Only**

Company's Bank Details

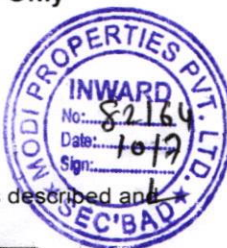
Bank Name : **HDFC BANK**

A/c No. : **50200014835551**

Branch & IFS Code: **PG ROAD, SEC-BAD & HDFC0000042**

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**



5-2-270, PLOT NO. 29, HYDERBASTI,  
RANIGUNJ, SECUNDERABAD-3  
TELANGANA PIN 500003

Ph.: 04066568587 9246330441

Email : [ganeshtribetraders@gmail.com](mailto:ganeshtribetraders@gmail.com)

# Purchase Order

Of 1

08-07-2021 12:34:50



78429

06.07.21 4:42:38

Company : **Summit Sales LLP**

5-4-187/3&amp;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**

78429

168796

**Doc Date**

08-07-2021

**Quote No**

Nil

**Quote Date**

08-07-2021

**SupplyType**

Supply

**Kind Attn : Sandeep Jain**

Purchase Order for the Supply of following Items.

| Item Name                                           | Qty   | Rate   | Dis% | GST   | Amount           |
|-----------------------------------------------------|-------|--------|------|-------|------------------|
| 1 6602 - Paints - Wall Care Putti - NA - kgs        | 30.00 | 840.00 | 0.00 | 18.00 | 29,736.00        |
| 2 6548 - Paints - Janata Paste - NA - kgs<br>500gms | 30.00 | 60.00  | 0.00 | 18.00 | 2,124.00         |
| <b>Total Order Value ...</b>                        |       |        |      |       | <b>31,860.00</b> |

Rupees : Thirty One Thousand Eight Hundred Sixty Only.

**Terms and Conditions :-****Specification /** As per details given in the quotation.**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**Penalty 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. Final payment as per actual weighment.  
Above order for Stock maintenance purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

2,124/-  
29,736/-  
31,860/-  
Pal -

# Requisition Form

|                                |                    |          |            |
|--------------------------------|--------------------|----------|------------|
| Company Name:                  | SUMMIT SALES LLP   | Date:    | 05-07-2021 |
| Site & Phase :                 | SUMMIT HOUSING LLP | Time:    | 13:18      |
| Supplier                       |                    | Req. No. | 168796     |
| Material required before date: |                    | ID No.   | 67345      |

| S. No | Description                  | Size   | Quantity | Units | Inward No | Date |
|-------|------------------------------|--------|----------|-------|-----------|------|
| 1     | Wall Care Putty- Birla 784-9 | 20kg   | 30       | Bags  |           |      |
| 2     | Enamel White                 | 4ltrs  | 4        | Ltrs  |           |      |
| 3     | Exterior Primer-Water Based  | 20ltrs | 10       | Ltrs  |           |      |
| 4     | ACE Exterior - White         | 20ltrs | 10       | Ltrs  |           |      |
| 5     | Turpentine Oil               | 1ltrs  | 20       | Ltrs  |           |      |
| 6     | Jantha Paste                 | 500gms | 30       | Nos   |           |      |
|       |                              |        |          |       |           |      |

Remarks: For Stock Maintenance Purpose ✓

|              |            |              |  |
|--------------|------------|--------------|--|
| Prepared By  | BHAVANI    |              |  |
| Sign. & Date | 05-07-2021 | Sign. & Date |  |

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

APPROVED  
8 JUL 2021  
P. PRABHAKAR  
Sr. MANAGER PURCHASE