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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/8/21	Prepared by:	HEMENDRA
PO/WO no.	79238	PO / WO Date.	2/8/21
Supplier Name	Ganesh Tube Trader	PO/WO amount	8,850/-
Firm/Company	SSLCP	Project	SSLCP
Sl. No.	Bill No.	Bill Date	Bill amount
1	257	4/8/21	8,850/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,850/-

Sl. No.	DC. No.	DC. Date	MRN No.	DC matches MRN
1.	257	4/8/21	94953	☑ 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:	8,850/-
Amount E – PO / WO value:	8,850/-
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	19/8/21
Remarks:	

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

APPROVED
14 AUG 2021
MINISH PARIKH
MANAGER PROCUREMENT

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/-

TAX INVOICE

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:

Clair

Bill To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Invoice No. : **257** Ref. No. : **79238** Invoice Date : **4-Aug-2021**
Ship To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Destination : Vehicle No. : E-way Bill No : Despatch From :

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		**7,500.00**
	CGST							**675.00**
	SGST							**675.00**
					Total:			**8,850.00**

SUMMIT SALES LLP
IN WARD
No: 8321
Date: 12/8
Sign:
R.R. DIST.

INWARD
Inward No: 16774 Dt: 10/8/21
MRN No: 94953 Dt: 11/8/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

Total Amount In Words: INR Eight Thousand Eight Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
391910	7,500.00	9%	675.00	9%	675.00	1,350.00
Total	**7,500.00**		**675.00**		**675.00**	**1,350.00**

Tax Amount (in words) : **INR One Thousand Three Hundred Fifty 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

GANESH TUBE TRADERS SEC-BAD

Authorised Signatory

ASTRAL Xviking Finolex

5-2-270, PLOT NO. 29, HYDERBASTI,
RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

Purchase Order

 02-08-2021 3:31:59 PM

79238
31.07.21 2:16:54

iv.Copy

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.	**Doc No**	79238	168884
	Doc Date	02-08-2021	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	02-08-2021	
9246330441. 9949248666	**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	0.00	18.00	8,850.00
					Total Order Value . . .	**8,850.00**

Rupees : Eight Thousand Eight Hundred Fifty 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
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 : 05/08/2021

Accepted the above Terms And Conditions
For *Ganesh Tube Traders*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00AM
Supplier		Req. No.	168884
Material required before date:		ID No.	68048

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Teflon Tapes		500	Nos		
2	Gova Rope		30	Bundles		
3	Plastic Blue Sheet	12x18	2160	sft		
4	Blue Sheet	24x18	4320	sft		
5	Car		30	Nos		
6	Dolls		30	Nos		
7	Spade With Handle		20	Nos		
8	Safety Belt 1/2 Body		30	Nos		
9	Permanent Marker- Blue		20	Nos		
10	Highlighter		20	Nos		
11	Paper	A4	50	Bundles		
12	Binder Clips	19mm	24	Nos		
13	Binder Clips	25mm	24	Nos		
14	Binder Clips	32mm	24	Nos		
15	Plastic Scale		20	Nos		
16	CD Marker- Blue		20	Nos		
17	CD Marker-Black		10	Nos		
18	CD Marker-Red 79248		10	Nos		
19	CD Marker-Green		10	Nos	APPROVED BY 31 JUL 2021 SOHAM MODI MANAGING DIRECTOR	
20	Stapler	Big	5	Nos		
21	Stapler	Small	20	Nos		
22	Safety Indication Ribbon		10	Nos		
23	Blue Pens-Ordinary		200	Nos		
24	Red Pens-Ordinary		100	Nos		
25	Cello Pens-Blue		100	Nos		

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	File Folders-Blue		200	Nos		

Remarks:For Stock maintenance Purpose			
Prepared By	Bhavani		
Sign.& Date	30-07-2021	Sign. & Date	

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

APPROVED BY
31 JUL 2021
SOHAM MODI
MANAGING DIRECTOR