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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/10/21	Prepared by:	Hande
PO/WO no.	80908	PO / WO Date.	23/9/21
Supplier Name	Ganesh Tube Trader	PO/WO amount	2,832/-
Firm/Company	SSUP	Project	ShUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	384	5/10/21	2,832/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,832/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98046	☐ ~~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:	2,832/-
Amount E – PO / WO value:	2,832/-
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	30/10/21
Remarks:	

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

Tax Invoice

(ORIGINAL FOR RECIPIENT)

GANESH TUBE TRADERS(2018-2019)
5-2-270, PLOT NO. 29, HYDERBASTI,
RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
GSTIN/UIN: 36ADBPJ8881C1ZJ
State Name : Telangana, Code : 36
E-Mail : ganeshtubetraders@gmail.com

Invoice No. **384**	Dated **5-Oct-2021**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **80908**	Other Reference(s)
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
SUMMIT SALES LLP
5-4-187/3&4, 2 Nd Floor, Mg Road,
Secunderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Contact : 9502266233, 961824433

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**J PASTE**	350699	18 %	**40 NO**	60.00	NO		**2,400.00**
	CGST							**216.00**
	SGST							**216.00**
	Total			**40 NO**				**₹ 2,832.00**

INWARD
Inward No: 17128 Dt: 20-10-21
MRN No: 98046 Dt: 20/10/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST
INWARD
No: 8572
Date: 21-10-21
Sign:

Amount Chargeable (in words)
INR Two Thousand Eight Hundred Thirty Two Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
350699	2,400.00	9%	216.00	9%	216.00	432.00
Total	**2,400.00**		**216.00**		**216.00**	**432.00**

Tax Amount (in words) : **INR Four Hundred Thirty Two Only**

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

For GANESH TUBE TRADERS

Company's PAN : **ADBPJ8881C**

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)

Authorised Signatory

This is a Computer Generated Invoice

 23-09-2021 15:38:32

Purchase Order

80908
22.09.21 4:26:50

/.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.

GSTIN 36ADBPJ8881C1ZJ
9246330441. 9949248666 66568587/ 66384751

Doc No	80908	169022
Doc Date	23-09-2021	
Quote No	Nil	
Quote Date	23-09-2021	
SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6548 - Paints - Janata Paste - NA - kgs	40.00	60.00	0.00	18.00	2,832.00
Rupees : Two Thousand Eight Hundred Thirty Two Only.		**Total Order Value . . .**				**2,832.00**

<u>Terms and Conditions :-</u>

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. Final payment as per actual weighment. Above order for Stock maintaince 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 : __/__/____

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Requisition Form

...y Name:	SUMMIT SALES LLP	Date:	17-09-2021
... Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
...plier		Req. No.	169022
...aterial required before date:		ID No.	69543

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Santoor Handwash		48	Nos		
2	Odonil		48	Nos		
3	Room Freshner		12	Nos		
4	Surf		60	Nos		
5	Vim Bar		24	Nos		
6	Harpic	500ml	48	Nos		
7	Colin	500ml	40	Nos		
8	Lizol	1ltrs	24	Nos		
9	Phinyle	1ltrs	40	Nos		
10	Acid		60	Nos		
11	Bombay Brooms	Big	50	Nos		
12	Plastic Bucket		20	Nos		
13	Mopping Stock 80847		30	Nos		
14	Wiper		10	Nos		
15	Broom With Stick		10	Nos		
16	Dust Pan		24	Nos		
17	Cloth Mat		24	Nos		
18	Jantha Paste 80908		40	Nos		
19	Sponges		500	Nos		
20	Gova Rope 80910		30	Nos		
21	Plastic Blue Sheet } 80912	12x18 =216	20	Nos		10
22	Plastic Blue Sheet	24x18	20	Nos		
23	Water Bottles		36	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign.& Date	17-09-2021	Sign. & Date	

APPROVED BY
20 SEP 2021
SOHAM MODI
MANAGING DIRECTOR