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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/10/21	Prepared by:	Honda
PO/WO no.	79726	PO / WO Date.	17/8/21
Supplier Name	Ganesh Tube Trader	PO/WO amount	8,850/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	385	5/10/21	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.	–	–	97429	☑ 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	28/10/21
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

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

Invoice No.	Dated
385	**5-Oct-2021**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **79726/ DT 17/8/2021**	Other Reference(s)
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**TEFLON TAPE 12MMX10MT**	391723	18 %	**500 NO**	15.00	NO		**7,500.00**
	CGST							**675.00**
	SGST							**675.00**
	Total			**500 NO**				**₹ 8,850.00**

INWARD
Inward No: 17075 Dt: 6·10·21
MRN No: 97429 Dt: 7/10/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 5756
Date: 20·10·21
Sign:
R.R. DIST.

Amount Chargeable (in words) *E. & O.E*
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
391723	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**

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

Purchase Order

 01-10-2021 4:23:48 PM

79726
12.08.21 2:08:30

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	**Doc No**	79726	168932
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	17-08-2021	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	13-08-2021	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6046 - Miscellaneous - Teflon tapes - 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. 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

01/10/2021

Name : ____________

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

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168932
Material required before date:		ID No.	68497

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1ltr	60	Nos		
2	Bombay Brooms	Big	50	Nos		
3	Coconut Brooms		100	Nos		
4	Sponges		500	Nos		
5	Bombay Brooms	Small	300	Nos		
6	Cleaning Cloth-Yellow		120	Nos		
7	Harpic	500ml	24	Nos		
8	Mopping Cloth		120	Nos		
9	Mopping Stick		20	Nos		
10	Phinyle	1ltrs	20	Nos		
11	Water Bottles 79726.	20 ltrs	20	Nos		
12	Teflon Tapes 79724.		500	Nos		
13	Gova Rope		60	Bundles		
14	GI Bucket		48	Nos		
15	Spade With Handle		20	Nos		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	13-08-2021	Sign. & Date	16 AUG 2021

SOHAM MODI
MANAGING DIRECTOR

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