PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 6/12/21 | Prepared by: | Snehs |
| PO/WO no. | 83363 | PO / WO Date. | 30/11/21 |
| Supplier Name | Sri Laxmi Ganesh Steels & Hardware | PO/WO amount | 5,186.10/- |
| Firm/Company | Summit Sales LLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 279 | 30/11/21 | 5,186/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Amount A – Bills total(Excluding Transport & Hamali Charges): 5,186/-

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | — | ☑ 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: | 5,186/- |
| Amount E – PO / WO value: | 5,186/- |
| 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 | 13/12/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Snehs | APPROVED 07 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT | | | | | |
| Date | 6/12/21 | | | | | | |

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. 0,000/- 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

P.O. no: 83363

M/s. Summit Sales LLP
M.G. Road

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 279
Date : 30/11/21
Transporter :
L.R. No. :

| HSN | Description | Qty. | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| | Welding Rod | 1 case | 3450/- | 3450= | - |
| | Lorry Hinges | 12 Nos | 55/- | 660= | - |
| | L. Gate Patti | 3 kgs | 95/- | 285= | - |
| | | | Total | 4395= | - |
| | | | SGST @ 9 % | 395. | 55 |
| | | | CGST @ 9 % | 395. | 55 |
| | | | IGST @ 18 % | | |
| | | | Roundup | | 10 |
| | | | Grand Total | 5,186= | - |

INWARD
Inward No: 17382 Dt: 6-12-21
GRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

**Bank Details :**
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words : ____________

SUMMIT SALES LLP
IN WARD
No: 27912
Date: 6/12
Sign:
R.R. DIST.

For Sri Laxmi Ganesh Steels & Hardware

Signature

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

# Purchase Order

 06-12-2021 15:33:29

83363
02.12.21 2:45:21

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** | 83363 | 169241 |
| **Doc Date** | 06-12-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 06-12-2021 | |
| **SupplyType** | Supply | |

**Kind Attn : G. Anil**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9574 - Tools - Welding Rod - NA - nos<br>*12pcs box* | 1.00 | 3,450.00 | 0.00 | 18.00 | 4,071.00 |
| 2 | 2127 - Carpentry - hardware - MS Hinges - other - nos<br>*Lorry hinges - STD* | 12.00 | 55.00 | 0.00 | 18.00 | 778.80 |
| 3 | 8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos<br>*STD* | 3.00 | 95.00 | 0.00 | 18.00 | 336.30 |
| | | | | | **Total Order Value . . .** | **5,186.10** |

Rupees : Five Thousand One Hundred Eighty Six and Paise Ten Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation. Welding rods shall be of 'Mangalam' brand. |
| **Payment Terms** | After Delivary & Production of bill |
| **Tax** | Included in the above price |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | NIL |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We resreve the right to reject the item not confirming to the specifications . Above order for SOV site fabrication work purpose. |
| **Completion Date** | NIL |
| **Measurment** | NIL |
| **Security** | NIL |
| **Remarks** | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

For *Summit Sales LLP*
Authorised Signatory

Name : 06/12/2021

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

Name : ______________________

Date : __/__/____

1515

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 06/12/2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 14:00 |
| Supplier | | Req. No. | 169241 |
| Material required before date: | | ID No. | 71808 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | WELDING ROD | 12PCS | 01 | NO | | |
| 2 | LORRY HINGES | STD | 12 | NOS | | |
| 3 | MS GATE LOCK PATTI | STD | 03 | KGS | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | 83367 | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

Remarks: ABOVE ORDER FOR SOV SITE FABRICATION PURPOSE.

APPROVED
06 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

| | | | |
|---|---|---|---|
| Prepared By | T.D. MURTHY | Sign. & Date | |
| Date: | 06/12/2021 | | |

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