PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/12/21	Prepared by:	[illegible signature]
PO/WO no.	83497	PO / WO Date.	10/12/21
Supplier Name	Sri Laxmi Ganesh steel & hardware	PO/WO amount	23,482/-
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	320	16/12/21	23,482/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,482/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	100949	☑ 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:				23,482/-
Amount E – PO / WO value:				23,482/-
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	29/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 22 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
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/-

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 83497

M/s. Summit Sales LLP
M.G. Road
Party's GSTIN 36ACGFS2044C1Z7

Invoice No.: 320
Date : 16/12/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	M.S Hinges - 8"	200 Nos	95/-	19,000	00
	M.S. Lock Patti	5Kgs	90/-	450	00
	M.S. Flowers	5Kgs	90/-	450	00
			Total	19,900	00
			SGST @ 9 %	1791	00
			CGST @ 9 %	1791	00
			IGST @ 18 %		
			Roundup		
			Grand Total	23482	00

INWARD
Inward No: 10592 Dt: 16/12/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 88719 Date: 21/12 Sign:

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

Rupees In words : ____________

INWARD
Inward No: 17405 Dt: 20/12/21
MRN No: 100949 Dt: 21/12/21
Received By: Sign:
SUMMIT SALES LLP

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

 10-12-2021 17:02:35

Or 83497 09.12.21 3:16:09

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	**Doc No**	83497	169256
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	10-12-2021	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	10-12-2021	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2127 - Carpentry - hardware - MS Hinges - other - nos *Square type - 8"*	200.00	95.00	0.00	18.00	22,420.00
2	8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos	5.00	90.00	0.00	18.00	531.00
3	8129 - Steel - other - Flowers - other - nos *In kgs*	5.00	90.00	0.00	18.00	531.00
				Total Order Value . . .		**23,482.00**

Rupees : Twenty Three Thousand Four Hundred Eighty Two Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivary & Production of bill
Tax	Included in the 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 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 MS Gates 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 : 11/12/2021

Accepted the above Terms And Conditions

For *Sri Laxmi Ganesh Steels & Hardware*

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	10-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169256
Material required before date:		ID No.	71957

S.No	Description	Size	Quantity	Units	Inward No	Date
1	MS Sqaure Hinges	8"	200	Nos		
2	MS Hole Patti 83497		5	Kgs		
3	MS Flowers		5	Kgs		

Remarks: For Gate purpose			
Prepared By	Bhavani		
Sign.& Date	10-12-2021	Sign. & Date	

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

APPROVED
11 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT