

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date: 24/12/21		Prepared by: Hemendra HIEMENDRA					
PO/WO no. 83303		PO / WO Date. 6/12/21					
Supplier Name Gansh Tube Trade		PO/WO amount 62,0689					
Firm/Company SS LLP		Project SH CSR					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	542	21/12/21	63,720/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			63,720/-				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			101074	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :_Transportation charges							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:			63,720/-				
Amount E – PO / WO value:			62,0689				
Amount F – Difference (A – E): GST-18%			1,651/-				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No					
Payment – due date		31/12/21					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED  
 27 DEC 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

GSTIN 36ADBPJ8881C1ZJ



**GANESH TUBE TRADERS**

Authorised Signatory



Bill To :  
**SUMMIT SALES LLP**  
 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad  
 36ACQFS2044C1Z7  
 Telangana  
 Ship To  
**SUMMIT SALES LLP**  
 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad  
 36ACQFS2044C1Z7  
 Telangana

Invoice No. : **542**  
 Ref. No. : **83303 DT 6-12-2021**  
 Invoice Date : **21-Dec-2021**  
 Destination :  
 Vehicle No. :  
 E-way Bill No :  
 Despatch From :

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	WALL PUTTY 30KG	321490	18 %	30 NO ✓	840.00	NO		25,200.00
2	RED OXIDE BLACK	350699	18 %	10 NO ✓	75.00	NO		750.00
3	RED OXIDE	350699	18 %	30 NO ✓	75.00	NO		2,250.00
4	J PASTE	350699	18 %	40 NO ✓	60.00	NO		2,400.00
5	ARALDITE 500GMS	350699	18 %	40 NO ✓	550.00	NO		22,000.00
								52,600.00
TRANSPORTATION CHARGES								1,400.00
SGST								4,860.00
CGST								4,860.00

<b>INWARD</b>	
Inward No: 17423	Dt: 21/12/21
MRN No: 10/024	Dt: 23/12/21
Received By:	Sign: <i>[Signature]</i>
<b>SUMMIT SALES LLP</b>	

**Total: 63,720.00**

**Total Amount In Words: INR Sixty Three Thousand Seven Hundred Twenty Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
321490	25,870.72	9%	2,328.36	9%	2,328.36	4,656.72
350699	28,129.28	9%	2,531.64	9%	2,531.64	5,063.28
<b>Total</b>	<b>54,000.00</b>		<b>4,860.00</b>		<b>4,860.00</b>	<b>9,720.00</b>

Tax Amount (in words) : **INR Nine Thousand Seven Hundred Twenty 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**



Authorised Signatory



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

# Purchase Order



02.12.21 2:45:20

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08-12-2021 10:48:41

From Company : **Summit Sales LLP**  
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.  
G S T No. : 36ACQFS2044C1Z7

Supplier Details		Doc No	83303	169220
Ganesh Tube Traders 5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.		Doc Date	06-12-2021	
GSTIN 36ADBPJ8881C1ZJ 9246330441.		Quote No	Nil	
66568587/ 66384751 9949248666		Quote Date	04-12-2021	
		SupplyType	Supply	

Kind Attn : **Sandeep Jain**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6602 - Paints - Wall Care Putti - NA - kgs 30kg	30.00	840.00	0.00	18.00	29,736.00
2 6517 - Paints - Black oxide powder - NA - kgs	10.00	75.00	0.00	18.00	885.00
3 6613 - Paints - Red Oxide Powder - NA - Kgs	30.00	75.00	0.00	18.00	2,655.00
4 6548 - Paints - Janata Paste - NA - kgs 500grms	40.00	60.00	0.00	18.00	2,832.00
5 7109 - Plumbing - other - Araldite - other - gms 1kg	20.00	1,100.00	0.00	18.00	25,960.00
<b>Total Order Value . . .</b>					<b>62,068.00</b>

Rupees : Sixty Two Thousand Sixty Eight Only.

## Terms and Conditions :-

<b>Specification /</b>	As per details given in the quotation.
<b>Payment Terms</b>	After Delivery & Production of bill
<b>Tax</b>	All taxes included in above price.
<b>Delivery Date</b>	Next Day.
<b>Delivery Location</b>	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Transport cost shall be borne by us.
<b>Warranty</b>	Nil
<b>Advance Paid</b>	Nil
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weightment. Above order for Stock purpose.
<b>Completion Date</b>	Nil
<b>Measurement</b>	Nil
<b>Security</b>	Nil
<b>Remarks</b>	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 :

Contact - -

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

# Purchase Order

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.

66568587/ 66384751  
9949248666

<b>Doc No</b>	83303	169220
<b>Doc Date</b>	04-12-2021	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	04-12-2021	
<b>SupplyType</b>	Supply	

**Kind Attn : Sandeep Jain**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6602 - Paints - Wall Care Putti - NA - kgs 30kg	30.00	840.00	0.00	18.00	29,736.00
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4 6548 - Paints - Janata Paste - NA - kgs 500grms	40.00	60.00	0.00	18.00	2,832.00
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<b>Total Order Value . . .</b>					<b>62,068.00</b>

Rupees : Sixty Two Thousand Sixty Eight 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

**Penalty 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 weight. Above order for Stock purpose.

**Completion Date** Nil

**Measurement** 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 MDs APPROVAL**  
 High Value/quantity beyond limits.  
 Po/Req. processed-poc approval.  
 Approval for technical details/clarification.  
 Replenishing >= LLP stock  
 Other

**APPROVED BY**  
**06 DEC 2021**  
**SOHAM MODI**  
**MANAGING DIRECTOR**

For **Summit Sales LLP**

Authorised Signatory

Name : \_\_\_\_\_

Contact - -

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

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## Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		01-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		15:00PM	
Supplier				Req. No.		169220	
Material required before date:			ID No.		71773		
S.No	Description	Size	Quantity	Units	Inward No	Date	
1	Wall Care Putty 83303	30kgs	30	Bags			
2	OBD Day Break	20ltrs	15	Nos			
3	ACE Exterior White } 83311	20ltrs	5	Nos			
4	Black Oxide	1kg	10	Nos			
5	Red Oxide	1kg	30	Nos			
6	Jantha Paste	500grms	40	Nos			
7	Araldite	500grms	40	Nos			
Remarks: For Replenishing Stock Purpose							
Prepared By		Bhavani				<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>APPROVED BY</b>  04 DEC 2021  SOHAM MODI  MANAGING DIRECTOR </div>	
Sign. & Date		01-12-2021		Sign. & Date			

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

*W*