PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/1/22	Prepared by	T.D. Nprenay	Serial no.	...170[illegible]
Supplier name	Sri Laxmi Ganesh Steels & Hardware			HO inward no.	
Firm/Company	CSLAP	Project	SHLLP	HO received date	
PO/WO date	21/1/22	PO/WO No.	84765	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	366	12/1/22	18.880-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,880-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102552	Proof of delivery matches MRN: ☑ 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:	18,880-00
Amount E – PO / WO value:	18,880-00
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	24/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Nprenay	APPROVED			
Sign:	[signature]	21 JAN 2022			
Date	21/1/22	MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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

M/s. Summit Sales LLP

M.G. Road

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 366

Date : 12/1/22

Transporter :

L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Cutting Blade 14" Nahar	25 Nu	160/-	4000	00
	8"-MS. Hinges	100 Nos	95/-	9500	00
	Grading wheel	50 Nr	32/-	1600	00
	MS. Lock Patti	5 kg	90/-	450	00
	MS. L. Lock Patti	5 kg	90/-	450	00
			Total	16800	00
			SGST @ 9 %	1440	00
			CGST @ 9 %	1440	00
			IGST @ 18 %		
			Roundup		
			Grand Total	18,880	00

INWARD
Inward No: 10610 Dt: 17/1/22
MRN No: 10252 Dt: 21/1/22
Received By:
Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89935
Date: 21/01
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: 17567 Dt: 21/01/22
MRN No: Dt:
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

 21-01-2022 15:58:14

84765
08.01.22 11:53:28

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**	84765	169392
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	21-01-2022	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	18-01-2022	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9550 - Tools - Machine Blade - other - nos *14" Cutting blade*	25.00	160.00	0.00	18.00	4,720.00
2	9533 - Tools - Grinding Wheel - 4 In - nos	50.00	32.00	0.00	18.00	1,888.00
3	8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos *In kgs - Hole patti*	5.00	90.00	0.00	18.00	531.00
4	2126 - Carpentry - hardware - MS Hinges - 8 In - nos	100.00	95.00	0.00	18.00	11,210.00
5	8015 - Steel - other - MS Gate Lock Patti - 1 1/2 In - nos *In kgs - L*	5.00	90.00	0.00	18.00	531.00
					Total Order Value . . .	**18,880.00**

Rupees : Eighteen Thousand Eight Hundred Eighty 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	Material delivered.
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 SOV MS 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 : 21/01/2022

Accepted the above Terms And Conditions

For *Sri Laxmi Ganesh Steels & Hardware*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21/01/2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	169392
Material required before date:		ID No.	73152

No	Description	Size	Quantity	Units	Inward No	Date
1	LOCK L PATTI	STD	5	KGS		
2	CUTTING WHEELS	14''	25	NOS		
3	MS HINGES 84765	8''	100	NOS		
4	GRINDING WHEELS	4''	50	NOS		
5	LOCK HOLE PATTI	STD	5	KGS		
6						
7						
8						

Remarks: ABOVE ORDER FOR MAKING OF MS FABRICATION WORK PURPOSE.

APPROVED
21 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	T.D. MURTHY	Sign. & Date	
Date:	21/01/2022		

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