PURCHASE DIVISION
Advice for approval for credit to supplier

B

Date:	20/1/22	Prepared by	Sneha	Serial no.	1557
Supplier name	Ganesh tube traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	27/12/21	PO/WO No.	83929	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	573	4/1/22	28,792/-	□ Yes □ No
2.	591	10/1/22	51,920/-	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	80,712
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101762, 102099	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:	80,712/-
Amount E – PO / WO value:	78,352/-
Amount F – Difference (A – E):	2,360/-
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:	– final bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Balakrishnan			
Sign:	Sneha	[signature]			
Date	20/1/22	20 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR

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.

TAX INVOICE

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ

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.	573
Ref. No.	83929/ 27-12-2021
Invoice Date	4-Jan-2022
Destination	
Vehicle No.	
E-way Bill No	
Despatch From	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	J PASTE	350699	18 %	40 NO	60.00	NO		2,400.00
2	ARALDITE 500GMS	350699	18 %	40 NO	550.00	NO		22,000.00
								24,400.00
	CGST							2,196.00
	SGST							2,196.00
					Total:			28,792.00

INWARD
Inward No: 17487 Dt: 4/01/22
MRN No: 10176 Dt: 5/01/22
Received By: Sign:
SUMMIT SALES LLP

Total Amount In Words: INR Twenty Eight Thousand Seven Hundred Ninety Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
350699	24,400.00	9%	2,196.00	9%	2,196.00	4,392.00
Total	24,400.00		2,196.00		2,196.00	4,392.00

Tax Amount (in words) : INR Four Thousand Three Hundred Ninety Two 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.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 8943C Date: 7/01

For GANESH TUBE TRADERS

Authorised Signatory

5-2-270, PLOT NO. 29, HYDERBASTI
RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

TAX INVOICE

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:

lair

Bill To :	
SUMMIT SALES LLP 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Invoice No. : **591** Ref. No. : **83929/ DT 27-12-2021** Invoice Date : **10-Jan-2022**
Ship To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Destination : Vehicle No. : **TS10UC4128** E-way Bill No : Despatch From :

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**WALL PUTTY** *30KG*	321490	18 %	**50 NO**	840.00	NO		**42,000.00**
	TRANSPORTATION CHARGES							**2,000.00**
	SGST							**3,960.00**
	CGST							**3,960.00**
				Total:				**51,920.00**

INWARD
Inward No: 17519 Dt: 10 01 22
MRN No: 102099 Dt: 11 01 22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89547
Date: 11 01
Sign:

Total Amount In Words: INR Fifty One Thousand Nine Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
321490	44,000.00	9%	3,960.00	9%	3,960.00	7,920.00
Total	**44,000.00**		**3,960.00**		**3,960.00**	**7,920.00**

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

GANESH TUBE TRADERS SEC-BAD

Authorised Signatory

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

5-2-270, PLOT NO. 29, HYDERBASTI,
RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

Purchase Order

 29-12-2021 15:50:59

83929

5:35:32

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**	83929	169298
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	27-12-2021	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	04-12-2021	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6602 - Paints - Wall Care Putti - NA - kgs *30kg*	50.00	840.00	0.00	18.00	49,560.00
2	6548 - Paints - Janata Paste - NA - kgs *500grms*	40.00	60.00	0.00	18.00	2,832.00
3	7109 - Plumbing - other - Araldite - other - gms *1kg*	20.00	1,100.00	0.00	18.00	25,960.00
					Total Order Value . . .	**78,352.00**

Rupees : Seventy Eight Thousand Three Hundred Fifty Two 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 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 deli vary /DC can be sent by email.

28/12/21

For *Summit Sales LLP*

Authorised Signatory

30/12/2021

Name :

Accepted the above Terms And Conditions

For *Ganesh Tube Traders*

Name :

Date : __/__/____

Purchase Order

 27-12-2021 13:13:24 Original / Office Copy / Purchase Div.Copy

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**	83929	169298
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	27-12-2021	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	04-12-2021	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6602 - Paints - Wall Care Putti - NA - kgs *30kg*	50.00	840.00	0.00	18.00	49,560.00
2	6548 - Paints - Janata Paste - NA - kgs *500grms*	40.00	60.00	0.00	18.00	2,832.00
3	7109 - Plumbing - other - Araldite - other - gms *1kg*	20.00	1,100.00	0.00	18.00	25,960.00
				Total Order Value . . .		**78,352.00**

Rupees : Seventy Eight Thousand Three Hundred Fifty Two 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 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 deli vary /DC can be sent by email.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
27 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

27/12/2021

Name :

Name :

Accepted the above Terms And Conditions

For *Ganesh Tube Traders*

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP		Date:		24-12-2021	
Site & Phase :	SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier			Req. No.		169298	
Material required before date:			ID No.		72393	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Wall Care Putty	30kgs	50	Bags		
2	Jantha paste 83929	500grms	40	Nos		
3	Araldite	500grms	40	Kgs		

Remarks: For Stock Replenishing purpose			
Prepared By	Vanajakshi		
Sign.& Date	24-12-2021	Sign. & Date	APPROVED BY 27 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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