

PURCHASE DIVISION
Advice for approval for credit to supplier

⑧

Date:	20/1/22	Prepared by	Sneha	Serial no.	155
Supplier name	Sneha tube traders			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	22/12/21	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	MD	Accountant	Accounts Manager
Name:	Sneha	P. Prabakaran			
Sign:	Sneha	P. Prabakaran			
Date	20/1/22	0 JAN 2022			
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.

TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ


**GANESH TUBE
TRADERS**

Authorized 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. : 573

Ref. No. : 83929/ 27-12-2021

Invoice Date : 4-Jan-2022

Destination :

Vehicle No. :

E-way Bill No :

Despatch From :

SI 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
								2,196.00
								2,196.00

 CGST
SGST

INWARD	
Inward No: 17482	Dr: 4/01/22
MRN No: 101762	Dr: 5/01/22
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Total: 28,792.00

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

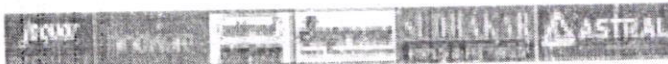
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct



For GANESH TUBE TRADERS

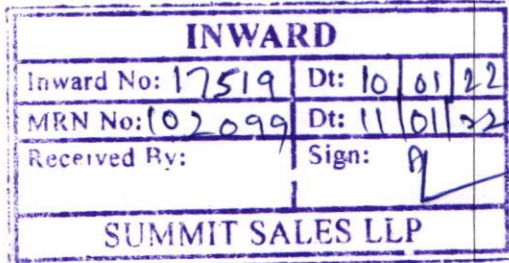


Authorised Signatory


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

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 Destination : Vehicle No. : TS10UC4128 E-way Bill No : Despatch From :
Ship To : SUMMIT SALES LLP 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	

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

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	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**

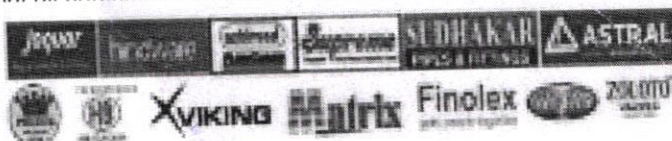
 A/c No. : **50200014835551**

 Branch & IFS Code: **PG ROAD, SEC-BAD & HDFC0000042**

 For **GANESH TUBE TRADERS**

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

Page(s) 1 Of 1

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
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

GSTIN 36ADBPJ8881C1ZJ
9246330441.

66568587/ 66384751

9949248666

Doc No	83929	169298
Doc Date	27-12-2021	
Quote No	Nil	
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	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

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 weightment. 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 delivery /DC can be sent by email.

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

For **Summit Sales LLP**
Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 1 Of 1

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
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

GSTIN 36ADBPJ8881C1ZJ
9246330441.

66568587/ 66384751
9949248666

Doc No	83929	169298
Doc Date	27-12-2021	
Quote No	Nil	
Quote Date	04-12-2021	
SupplyType	Supply	

Kind Attn : Sandeep Jain

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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 MDs APPROVAL

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



For **Summit Sales LLP**

Authorised Signatory

Name :

27/12/2021

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				APPROVED BY 27 DEC 2021 SCHAM MODI MANAGING DIRECTOR	
Sign.& Date		24-12-2021		Sign. & Date ✓			

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