PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/01/22	Prepared by	Vanajakshi	Serial no.	UL199
Supplier name	Ganesh Tube Traders			HO inward no.	
Firm/Company	SSLLP	Project	Summit Housing LLP	HO received date	
PO/WO date	20/01/22	PO/WO No.	84698	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	632	27/01/22	26,032/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,032/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102863	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:	26,032/-
Amount E – PO / WO value:	26,032/-
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	31/01/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	APPROVED			
Sign:	[signature]	[signature] 28 JAN 2022			
Date	28/01/22	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.

TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor

GANESH TUBE TRADERS

Bill To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Invoice No. : **632** Ref. No. : **84698** Invoice Date : **27-Jan-2022** Destination :
Ship To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	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 %	**20 NO**	840.00	NO		**16,800.00**
2	**WHITE CEMENT 25 KG**	252329	28 %	**10 NO**	485.00	NO		**4,850.00**
								21,650.00
	CGST							**2,191.00**
	SGST							**2,191.00**
							Total:	**26,032.00**

INWARD
Inward No: 17599 Dt: 27/01/22
MRN No: 102863 Dt: 28/01/22
Received By: Sign:
SUMMIT SALES LLP

9246364748

Total Amount In Words: **INR Twenty Six Thousand Thirty Two Only**

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
321490	16,800.00	9%	1,512.00	9%	1,512.00	3,024.00
252329	4,850.00	14%	679.00	14%	679.00	1,358.00
Total	**21,650.00**		**2,191.00**		**2,191.00**	**4,382.00**

Tax Amount (in words) : **INR Four Thousand Three Hundred Eighty Two Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90205 Date: 28/01 Sign:

For GANESH TUBE TRADERS

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

 28-Jan-22 11:33:05 AM

84698
08.01.22 11:50:04

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**	84698	169379
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.		**Doc Date**	20-01-2022	
		Quote No	NIL	
GSTIN 36ADBPJ8881C1ZJ	66568587/ 66384751	**Quote Date**	13-01-2022	
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 *30Kgs*	20.00	840.00	0.00	18.00	19,824.00
2	6549 - Paints - White Cement - 25kgs - bags	10.00	485.00	0.00	28.00	6,208.00
					Total Order Value . . .	**26,032.00**

Rupees : Twenty Six Thousand Thirty Two Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 *Summit Sales LLP*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	18.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169379
Material required before date:	10.01.2022	ID No.	73103

No	Description	Size	Quantity	Units	Inward No	Date
1	Wallcare putty	20kg	20	Bags	84698	
2	White cement	25kg	10	Bags		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	18.01.2022	Sign. & Date	19 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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

Ganesh