PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 3/2/22 | Prepared by | Manish | Serial no. | 2296 |
| Supplier name | Ganesh Tube Traders | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 11/1/22 | PO/WO No. | 84931 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 657 | 3/2/22 | 22,928/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 22,928/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 103168 — 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: | 22,928/- |
| Amount E – PO / WO value: | 22,928/- |
| 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 | 14/2/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manish | APPROVED | | | |
| Sign: | Manish | 03 FEB 2022 | | | |
| Date | 3/2/22 | MINISH PARIKH | | | |
| Approval limit | Upto 20k | MANAGER PROCUREMENT 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.

GANESH TUBE TRADERS

# TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:

| | |
|---|---|
| Bill To :<br>**SUMMIT SALES LLP**<br>5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad<br>36ACQFS2044C1Z7<br>Telangana | Invoice No. : **657**<br>Ref. No. : **84931/ DT 11-1-2022**<br>Invoice Date : **2-Feb-2022**<br>Destination :<br>Vehicle No. :<br>E-way Bill No :<br>Despatch From : |
| Ship To :<br>**SUMMIT SALES LLP**<br>5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad<br>36ACQFS2044C1Z7<br>Telangana | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **WALL PUTTY**<br>*30 KG* | 321490 | 18 % | **20 NO** | 840.00 | NO | | **16,800.00** |
| 2 | **WHITE CEMENT 25 KG** | 252329 | 28 % | **5 NO** | 485.00 | NO | | **2,425.00** |
| | | | | | | | | 19,225.00 |
| | *CGST* | | | | | | | **1,851.50** |
| | *SGST* | | | | | | | **1,851.50** |
| | | | | **Total:** | | | | **22,928.00** |

INWARD
Inward No: 17639 Dt: 2/2/22
MRN No: 103168 Dt:
Received By: Sign:
SUMMIT SALES LLP

9246364748

**Total Amount In Words: INR Twenty Two Thousand Nine Hundred Twenty Eight 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 | 2,425.00 | 14% | 339.50 | 14% | 339.50 | 679.00 |
| Total | **19,225.00** | | **1,851.50** | | **1,851.50** | **3,703.00** |

Tax Amount (in words) : **INR Three Thousand Seven Hundred Three 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: 90479 Date: 3/2 Sign:

For GANESH TUBE TRADERS

Authorised Signatory

Jaquar Hindware Supreme SUDHAKAR ASTRAL VIKING Matrix Finolex ZOLOTO

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

# Purchase Order

 31-01-2022 11:53:53

84931
08.01.22 12:01:49

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** | 84931 | 169406 |
| 5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3. | **Doc Date** | 11-01-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ADBPJ8881C1ZJ 66568587/ 66384751 | **Quote Date** | 25-01-2022 | |
| 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 *30kg* | 20.00 | 840.00 | 0.00 | 18.00 | 19,824.00 |
| 2 | 6549 - Paints - White Cement - 25kgs - bags | 5.00 | 485.00 | 0.00 | 28.00 | 3,104.00 |
| | | | | | **Total Order Value . . .** | **22,928.00** |

Rupees : Twenty Two Thousand Nine Hundred Twenty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 *Summit Sales LLP*

Authorised Signatory

31/01/2022

Name : ____________

Accepted the above Terms And Conditions

For *Ganesh Tube Traders*

Name : ____________

Date : __/__/____

Requisition Form

| Company Name: | SSLLP | Date: | 25.01.2022 |
|---|---|---|---|
| Site & Phase : | SSHLP | Time: | 10:00 |
| Supplier | | Req.No. | 169406 |
| Material required before date: 10.01.2022 | | ID No. | 73315 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Wall care putty | 20kg | 20 | Bags | | |
| | White cement | 25kg | 5 | Bags | | |

Remarks: For Stock Replenishing Purpose

| Prepared By | N.Vanajakshi | Approved by | APPROVED BY |
|---|---|---|---|
| Sign.& Date | 25.01..2022 | Sign. & Date | 28 JAN 2022 SOHAM MODI MANAGING DIRECTOR |

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

84931