PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	Monisha	Serial no.	2293
Supplier name	Ganji Venkanah & sons			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	11/1/22	PO/WO No.	84448	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	5409	2/2/22	5,040/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,040/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103169 — 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:	5,040/-
Amount E – PO / WO value:	5,040/-
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	12/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monisha				
Sign:	Monisha	APPROVED 03 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date					
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 *(ORIGINAL FOR RECIPIENT)*

GANJI VENKANNAH & SONS
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH NO :27710339-27719935
MOB NO :8247540893

Invoice No.	Dated
5409	**2-Feb-22**
Delivery Note	Mode/Terms of Payment
DIRECT	**CREDIT**
Reference No. & Date.	Other References
Buyer's Order No.	Dated
84448	**11-Jan-22**
Dispatch Doc No.	Delivery Note Date
	2-Feb-22
Dispatched through	Destination
Terms of Delivery	

Consignee (Ship to)
SUMMIT SALES LLP
Summit Housing Llp Cherlapally, Behind Kingston Pg College, Hyderabad Phone 9618244433
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
SUMMIT SALES LLP
Summit Housing Llp Cherlapally, Behind Kingston Pg College, Hyderabad Phone 9618244433
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**REDOXIDE AMPRO 4 LTR**	32089022	**4 Nos**	810.00	686.44	Nos		**2,745.76**
2	**PAINT THINNER 1LTR**	3805	**20 Nos**	90.00	76.27	Nos		**1,525.40**
								4,271.16
	CGST							**384.41**
	SGST							**384.41**
	Round Off							**0.02**
	Total		**24 Nos**					**₹ 5,040.00**

INWARD
Inward No: 17643 Dt: 3/2/22
MRN No: 103169 Dt:
Received By: 103169 Sign:
SUMMIT SALES LLP

9246364748

Amount Chargeable (in words) *E. & O.E*
INR Five Thousand Forty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
32089022	2,745.76	9%	247.12	9%	247.12	494.24
3805	1,525.40	9%	137.29	9%	137.29	274.58
Total	**4,271.16**		**384.41**		**384.41**	**768.82**

Tax Amount (in words) : **INR Seven Hundred Sixty Eight and Eighty Two paise Only**

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 9040 Date: 3/2 Sign:

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

for GANJI VENKANNAH & SONS

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 11-01-2022 15:49:30

84448
08.01.22 11:42:54

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	84448	169340
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	11-01-2022	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	11-01-2022	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6566 - Paints - Metal primer(red oxide) - 4ltrs - buckets	4.00	686.44	0.00	18.00	3,240.00
2	6596 - Paints - Turpentine Oil - NA - ltrs *01ltrs*	20.00	76.27	0.00	18.00	1,799.97
	Total Order Value . . .					**5,039.97**

Rupees : Five Thousand Thirty Nine and Paise Ninty Seven Only.

Terms and Conditions :-

Specification /	All items shall be of 1st quality.
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. 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.

For ***Summit Sales LLP***

Authorised Signatory

Name : 11/01/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Ganji Venkannah & sons (Asian Paints)***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169340
Material required before date:		ID No.	72854

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Wall care putty	20kg	10	Bags		
2	Red oxide primer 84448.	4ltrs	4	Ltrs		
3	Exterior primer -water based	20ltrs	5	Ltrs		
4	ACE-Exterior -White	20ltrs	10	Ltrs		
5	Black Oxide	1kg	10	Nos		
6	Red Oxide 84446	1kg	10	Nos		
7	Turpentine oil	1ltrs	20	Ltrs		

Remarks: For Stock Replenishing Purpose			APPROVED BY
Prepared By	Vanajakshi		07 JAN 2022
Sign.& Date	04-01-2022	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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