PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/2/22	Prepared by	Ramya	Serial no.	2071
Supplier name	Sri laxmi Ganesh Steels			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	17/2/22	PO/WO No.	85634	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	398	4/2/22	21547/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21547/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: ~~10623~~ 103855	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:	21547/-
Amount E – PO / WO value:	21,546.80
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	21/2/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	APPROVED			
Sign:	[signature]	18 FEB 2022			
Date	18/2/22	MINISH PARIKH			
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.

GSTIN - 36ARPPK9655D2ZA
VAT TIN - 36513674953

TAX Invoice

Ph : 09542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh,Design Articals

6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.

Email : srilaxmiganeshsteels@gmail.com

Po No 85634

M/s. Summit Sales LLP
M.G. Road

Party's GSTIN 36ACQFS2044C1Z7

Invoice No.: 398
Date : 4/2/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Welding Rod	36 Pak	285/-	10260=	00
	Cutting Blade 14"	50 Nos	160/=	8000=	00
			Total	18260=	00
			SGST @ 9 %	1643=	40
			CGST @ 9 %	1643=	40
			IGST @ 18 %		
			Roundup		20
			Grand Total	21547=	00

INWARD
Inward No: 1623 Dt: 4/2/22
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 91296
Date: 15/2
Sign:
R.R. DIST.

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words :

INWARD
Inward No: 17724 Dt: 17/2/22
MRN No: 103855 Dt: 17/2/22
Received By: Sign:
SUMMIT SALES LLP

For Sri Laxmi Ganesh Steels & Hardware

Signature

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

Purchase Order

 17-02-2022 5:14:18 PM

85634
14.02.22 2:32:33

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

Supplier Details			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	85634	169491
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	17-02-2022	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	17-02-2022	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9574 - Tools - Welding Rod - NA - nos	36.00	285.00	0.00	18.00	12,106.80
2	9550 - Tools - Machine Blade - other - nos	50.00	160.00	0.00	18.00	9,440.00
					Total Order Value . . .	**21,546.80**

Rupees : Twenty One Thousand Five Hundred Fourty Six and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% as advance
Tax	Included in the above price
Delivery Date	Material delivered.
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	18450/- check
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for Stock replenishing 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

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	SSLLP	Date:	17.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169491
Material required before date:		ID No.	73929

No	Description	Size	Quantity	Units	Inward No	Date
1	Welding Rod		36	pak		
2	Cutting Blade	14 inch	50	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED 18 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	17.02..2022	Sign. & Date	17/02/2022

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

85634