

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 23/02/22		Prepared by: Vanajarghi		Serial no. 2347	
Supplier name: Granegh tube rods				HO inward no.	
Firm/Company: SLLP		Project: SLLP		HO received date	
PO/WO date: 17/02/22		PO/WO No. 85629		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	692	19/02/22	32,096/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				32,096/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104106		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:				32,096/-	
Amount E – PO / WO value:				32,096/-	
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		28/02/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Vanajarghi				
Sign:	[Signature]	23 FEB 2022			
Date	23/02/22				
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: 36ADBPJ8881C1ZJ

Authorized Distributor



Despatch From :

INWARD	
Inward No: 17748	Dt: 22/2/22
URN No: 104106	Dt: 23/2/22
Received By:	Sign: 
SUMMIT SALES LLP	

[illegible]

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

17-02-2022 15:48:05



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

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

GSTIN 36ADBPJ8881C1ZJ
9246330441.

66568587/ 66384751

9949248666

Doc No	85629	169488
Doc Date	17-02-2022	
Quote No	Nil	
Quote Date	14-02-2022	
SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7109 - Plumbing - other - Araldite - other - gms 500grms	40.00	600.00	0.00	18.00	28,320.00
2 6548 - Paints - Janata Paste - NA - kgs 500grms	40.00	80.00	0.00	18.00	3,776.00
Total Order Value . . .					32,096.00

Rupees : Thirty Two Thousand Ninty Six 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 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 deli vary /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	SSLLP	Date:	16.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169488
Material required before date:	10.01.2022	ID No.	73933

No	Description	Size	Quantity	Units	Inward No	Date
1	Janatha paste	500grms	40	Nos		
2	Araldite		40	Nos		

Remarks: For Stock Replenishing purpose

Prepared By -	N.Vanajakshi	Approved by	
Sign.& Date	16.02..2022	Sign. & Date	

APPROVED BY
16 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

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