PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date | 23/2/22 | Prepared by | Hemendra | Serial no. | -0-2143 |
| Supplier name | Ganesh TuBe Traders | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 14/2/22 | PO/WO No. | 85520 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 690 | 14/2/22 | 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.: | 104105 | 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 | 2/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Hemendra | | | | |
| Sign: | | | | | |
| Date | 23/2 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED 23 FEB 2022 MANISH PAREKH MANAGING DIRECTOR

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

GANESH TUBE TRADERS

GSTIN: 36ADBPJ8881C1ZJ
Authorised Distributor

| | | | |
|---|---|---|---|
| Bill To :<br>**SUMMIT SALES LLP**<br>5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad<br><br>36ACQFS2044C1Z7<br>Telangana | Invoice No. | : | **690** |
| | Ref. No. | : | **85520/ dt 14-2-2022** |
| | Invoice Date | : | **18-Feb-2022** |
| Ship To :<br>**SUMMIT SALES LLP**<br>5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad<br><br>36ACQFS2044C1Z7<br>Telangana | Destination | : | |
| | Vehicle No. | : | |
| | E-way Bill No | : | |
| | Despatch From | : | |

| SI No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **ARALDITE 500GMS** | 350699 | 18 % | **40 NO** | 600.00 | NO | | **24,000.00** |
| 2 | **J PASTE** | 350699 | 18 % | **40 NO** | 80.00 | NO | | **3,200.00** |
| | | | | | | | | 27,200.00 |
| | ***CGST*** | | | | | | | **2,448.00** |
| | ***SGST*** | | | | | | | **2,448.00** |
| | | | | **Total:** | | | | **32,096.00** |

INWARD
Inward No: 17747 Dt: 22/2/22
MRN No: 104105 Dt: 23/2/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91494
Date: 23/2
Sign:

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

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 350699 | 27,200.00 | 9% | 2,448.00 | 9% | 2,448.00 | 4,896.00 |
| **Total** | **27,200.00** | | **2,448.00** | | **2,448.00** | **4,896.00** |

Tax Amount (in words) : **INR Four Thousand Eight Hundred Ninety Six 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

**For GANESH TUBE TRADERS**

GANESH TUBE TRADERS SEC'BAD

**Authorised Signatory**



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

 14-02-2022 12:02:15

# Purchase Order

85520
14.02.22 2:32:32

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 66568587/ 66384751
9246330441. 9949248666

| | | |
|---|---|---|
| **Doc No** | 85520 | 169462 |
| **Doc Date** | 14-02-2022 | |
| **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<br>*500grms* | 40.00 | 600.00 | 0.00 | 18.00 | 28,320.00 |
| 2 | 6548 - Paints - Janata Paste - NA - kgs<br>*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.

<u>Terms and Conditions :-</u>

| | |
|---|---|
| **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 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

Name : ______

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name : ______

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 09.02.2022 |
| Site & Phase : | SSHLP | Time: | 10:00 |
| Supplier | | Req.No. | 169462 |
| Material required before date: 10.01.2022 | | ID No. | 73808 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Araldite 85570 | | 40 | Nos | | |
| 2 | Janatha Paste | 500grms | 40 | Nos | | |

Remarks: For Stock Repleneshing purpose

| | | | |
|---|---|---|---|
| Prepared By | N.Vanajakshi | Approved by | APPROVED BY 10 FEB 2022 SOHAM MODI MANAGING DIRECTOR |
| Sign.& Date | 09.02..2022 | Sign. & Date | |

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