

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		24/02/22		Prepared by	Kavitha		Serial no.	- - - 2371	
Supplier name		Sri Laxmi - Ganesh Steels and Hardware				HO inward no.			
Firm/Company		Summit sales LLP		Project	SHUP		HO received date		
PO/WO date		15/02/22		PO/WO No.	85563		Scan ID.		
Sl no.	Bill no.	Bill date	Bill amount	Original attached					
1.	425	22/02/22	18449/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No					
3.			/	<input type="checkbox"/> Yes <input type="checkbox"/> No					
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No					
Amount A - Bills total (Excluding Transport & Hamali Charges):							18449/-		
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report									
MRN nos.:	104165				Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B - Other Credits : Transportation charges									
Amount C - Other Debits :									
Amount D (D=A+B-C) - Amount to be credited to the supplier:							18449/-		
Amount E - PO / WO value:							18449/-		
Amount F - Difference (A - E):									
Quantity received as per PO /WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received					
Close PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other					
Payment - due date				28/02/22					
Remarks:									
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager				
Name:	Kavitha								
Sign:	24/02/22								
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.

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 85563

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

Invoice No.: **425**  
Date: 22/2/22

Party's GSTIN 36ACQFS2044C127

L.R. No. :

HSN	Description	Qty.	Rate	Amount	
				Rs.	Ps.
	Welding Rods	36 Pak	285/-	10,260	✓
	1/4" Machine Blade	25 Nos	165/-	4,125	✓
	1/2" Machine Blade	50 Nos	25/-	1,250	✓
Total				15,635	✓
SGST @ 9%				1,407	15
CGST @ 9%				1,407	15
IGST @ 18%					
Roundup					30
Grand Total				18,449	✓

**INWARD**  
Inward No: 10629 Dt: 22/2/22  
MRN No: 104/615 Dt: 24/2/22  
Received By: \_\_\_\_\_ Sign: \_\_\_\_\_  
**SUMMIT SALES LLP**

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

Rupees In words : \_\_\_\_\_

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



For Sri Laxmi Ganesh Steels & Hardware

Signature \_\_\_\_\_

# Purchase Order

Page(s) 1 Of 1

15-02-2022 2:40:12 PM



85563

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  
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH,  
Secunderabad

**GSTIN** 36ARPPK9655D2ZA

9246205245/9542575725

<b>Doc No</b>	85563	169482
<b>Doc Date</b>	15-02-2022	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	14-02-2022	
<b>SupplyType</b>	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 packets	36.00	285.00	0.00	18.00	12,106.80
2 9550 - Tools - Machine Blade - other - nos Cutting blade-14"	25.00	165.00	0.00	18.00	4,867.50
3 9550 - Tools - Machine Blade - other - nos Cutting blade-4"	50.00	25.00	0.00	18.00	1,475.00
<b>Total Order Value . . .</b>					<b>18,449.30</b>

Rupees : Eighteen Thousand Four Hundred Forty Nine and Paise Thirty 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

**Penalty For Delay** Nil

**Transportation** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** 18450/- check

**Other Terms** We reserve the right to reject the item not conforming to the specifications . Above order for Site use purpose.

**Completion Date** Nil

**Measurement** 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 : 

Accepted the above Terms And Conditions

For **Sri Laxmi Ganesh Steels & Hardware**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

### Requisition Form

Company Name:		SSLLP		Date:		14.02.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169482	
Material required before date:		10.01.2022		ID No.		73863	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Welding rod		36	Pkts			
2	Cutting blade 85563	14"	25	Nos			
3	Cutting blade	4"	50	Nos			
Remarks: For Stock Replenishing purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		14.02..2022		Sign. & Date			

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

  
**APPROVED**  
**15 FEB 2022**  
**P. PRABHAKAR**  
**Sr. MANAGER PURCHASE**