

③ PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/03/22		Prepared by: Vanajathi		Serial no. 2195	
Supplier name: Gearegh Tube Traders				HO inward no.	
Firm/Company: SLLP		Project: SHLP		HO received date	
PO/WO date: 7/03/22		PO/WO No.: 86134		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	744	15/03/22	56,640/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.			/	☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				56,640/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 104919		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:				56,640/-	
Amount E – PO / WO value:				56,640/-	
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		21/03/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]	15 MAR 2022			
Date	15/03/22				
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 weightment 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.



**GANESH TUBE
TRADERS**

TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:



Bill To : SUMMIT SALES LLP 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Invoice No. : 744 Ref. No. : 86134 Invoice Date : 15/16-Mar-2022 Destination : Vehicle No. : E-way Bill No : Despatch From :
Ship To : SUMMIT SALES LLP 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	ARALDITE 500GMS	350699	18 %	80 NO	600.00	NO		48,000.00
	CGST							4,320.00
	SGST							4,320.00

INWARD	
Inward No: 7850	Dt: 15/3/22
MRN No: 104919	Dt: 15/3/22
Received By:	Sign:
SUMMIT SALES LLP	

Total: 56,640.00

Total Amount in Words: INR Fifty Six Thousand Six Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
350699	48,000.00	9%	4,320.00	9%	4,320.00	8,640.00
Total	48,000.00		4,320.00		4,320.00	8,640.00

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



Authorised Signatory



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

Purchase Order

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07-03-2022 13:46:55



86134

28.02.22 2:52:28

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

86134

169531

Doc Date

07-03-2022

Quote No

Nil

Quote Date

07-03-2022

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	80.00	600.00	0.00	18.00	56,640.00
Total Order Value . . .					56,640.00

Rupees : Fifty Six Thousand Six Hundred Fourty 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 delivery /DC can be sent by email.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SLLP stock
- ☐ Other



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:		04.03.2022	
Site & Phase :		SSHLP		Time:		1:00	
Supplier				Req.No.		169531	
Material required before date:					ID No.		74391
No	Description	Size	Quantity	Units	Inward No	Date	
1	Araldite 86134	500 grams	80	Nos			
Remarks: For Stock Replenishing purpose							
Prepared By		N.Vanajakshi		Approved by		APPROVED BY	
Sign.& Date		04.03..2022		Sign. & Date		05 MAR 2022	

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

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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