PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/2022	Prepared by	MINISH.	Serial no.	... 2810
Supplier name	Santhosh Tarpaulin.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	24/02/2022	PO/WO No. 01/04/2022	86980.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	146.	04/04/2022	6,799/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		6,799/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	105734.	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:			6,799/-
Amount E – PO / WO value:			6,799/-
Amount F – Difference (A – E):			- NIL -
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	11/04/2022		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
05 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
To SUMMIT SALES LLP 5-4-187/3&3 IInd floor MG ROAD SECUNDERABAD 500003 **GSTIN No. 36ACQFS2044C1Z7**	Invoice No: **146** Invoice Date: 04/04/2022 P.O.No.86980/169640 P.O.Date: 01.04.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	COVER BLOCS ALL IN ONE RCC 200 nos X 25 bags	6810	5000 NOS	@ 0.85	**4,250.00**
2	HDPE TARPAULIN SIZE 18ft X 12ft 5 NOS	3926	1080 Q FT	@ 1.40	**1,512.00**

Rupees in words SIX THOUSAND SEVEN HUNDRED NINTY NINE and SIXTEEN PAISE ONLY	**Total ::**	**5,762.00**
	CGST @ 9 %	**518.58**
	SGST @ 9 %	**518.58**
	IGST 18% ::	
	Grand Total ::	**6,799.16**

Receiver Signature & Seal

SUMMIT SALES LLP
INWARD
No: 92977
Date: 5/4/22
Sign:
R.R. DIST.

For SANTHOSH TARPAULIN

SANTHOSH TARPAULIN

Authorized Signatory

INWARD	
Inward No: 17977	Dt: 4/4/22
MRN No: 105734	Dt: 5/4/22
Received By:	Sign:
SUMMIT SALES LLP	

Purchase Order

 01-04-2022 15:55:35

86980
16.03.22 2:13:38

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

Supplier Details			
Santosh Tarpaulin	**Doc No**	86980	169640
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	24-02-2022	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6094 - Miscellaneous - Spacers - Other - nos *all in one*	5,000.00	0.85	0.00	18.00	5,015.00
2	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft	1,080.00	1.40	0.00	18.00	1,784.16
				Total Order Value . . .		**6,799.16**

Rupees : Six Thousand Seven Hundred Ninty Nine and Paise Sixteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 01/04/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169641
Material required before date:		ID No.	75215

No	Description	Size	Quantity	Units	Inward No	Date
1	Spacers 86980		5000	Nos		
2	Plastic blue sheet	12x18	1080	Sft		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	31.03..2022	Sign. & Date	01 APR 2022

SOHAM MODI
MANAGING DIRECTOR

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