PURCHASE DIVISION (B)

Advice for approval for credit to supplier

		Prepared by	MINISH	Serial no.	3716
Date:	04/05/2022			HO inward no.	
Supplier name	Santhosh Tarpaulin.			HO received date	
Firm/Company	SSLLP	Project	SHLLP.	Scan ID.	
PO/WO date	21/04/2022	PO/WO No.	87594	Bill amount	Original attached

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	153.	24/04/2022	8,921/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):		8921/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		Proof of delivery matches MRN	☑ Yes ☐ No
MRN nos.:	106556.		
Amount B – Other Credits : Transportation charges			–
Amount C – Other Debits :			–
Amount D (D=A+B-C) – Amount to be credited to the supplier:			8921/-
Amount E – PO / WO value:			8921/-
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	09/05/2022		
Remarks:			

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

APPROVED
05 MAY 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: **153**
Invoice Date: 24/04/2022
P.O.No.87594/169700
P.O.Date: 21.04.2022

Sl. No.	**Descriptions**	**Code SAC HSN**	**Qty**	**Rate**	**Amount Rs. Ps.**
1	HDPE TARPAULIN SIZE 24 X 18ft 10NOS	3926	4320 SFT	@ 1.40	**6,048.00**
2	HDPE TARPAULIN SIZE 18ft X 12ft 5 NOS	3926	1080 SFT	@ 1.40	**1,512.00**

Rupees in words EIGHT THOUSAND NINE HUNDRED TWONTY and EIGHTY PAISE ONLY

Total ::	**7,560.00**
CGST @ 9 %	**680.40**
SGST @ 9 %	**680.40**
IGST 18% ::	
Grand Total ::	**8,920.80**

Receiver Signature & Seal

SUMMIT SALES LLP
INWARD
No: 93993
Date: 4/5/22
Sign:
R.R. DIST.

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No: 18673 Dt: 27/4/22
MRN No: 106556 Dt: 27/4/22
Received By: Sign:
SUMMIT SALES LLP

Purchase Order

 21-04-2022 14:49:13

87594
20.04.22 3:07:37

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
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010

GSTIN 36ATWPA1307P1ZC

9642662732

Doc No	87594	169700
Doc Date	21-04-2022	
Quote No	Nil	
Quote Date	24-02-2022	
SupplyType	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6011 - Miscellaneous - Blue Sheet - 24 Ft x18 Ft - sft	4,320.00	1.40	0.00	18.00	7,136.64
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 . . .		**8,920.80**

Rupees : Eight Thousand Nine Hundred Twenty and Paise Eighty 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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivary 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 delivary/DC can be sent by email.

Accepted the above Terms And Conditions

For *Santosh Tarpaulin*

Date : __/__/____

For *Summit Sales LLP*

Authorised Signatory

23/04/2022

Name :

Name :

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	~~169670~~ 169700
Material required before date:		ID No.	75789

No	Description	Size	Quantity	Units	Inward No	Date
1.	Plastic blue sheet 87594	12x18	1080	Sft		
2.	Blue sheet	24x18	4320	Sft		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 20 APR 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	19.04.2022	Sign. & Date	

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