PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/05/2022	Prepared by	Manish.	Serial no.	4615
Supplier name	Santhosh Tarpaulin			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	24/05/2022	PO/WO No.	88548.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	162	26/05/2022	17,842/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	₹ 17,842/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107832	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:	17,842/-
Amount E – PO / WO value:	17,842/-
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	~~10~~ 06/06/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		30 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
30 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: **162**
Invoice Date: 26/05/2022
P.O.No.88548/169815
P.O.Date: 24.05.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN SIZE 18 X 24 20 NOS	3926	8640 SFT	@ 1.40	12,096.00
2	HDPE TARPULIN SIZE 18 X 12 10 NOS	3926	2160 SFT	@ 1.40	3,024.00

Rupees in words SEVENTEEN THOUSAND EIGHT HUNDRED FOURTY ONE AND SIXTY PAISA ONLY

Total ::	**15,120.00**
CGST @ 9 %	**1360.80**
SGST @ 9 %	**1360.80**
IGST 18% ::	
Grand Total ::	**17,841.60**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No: 18203 Dt: 28/5/22
MRN No: 107832 Dt: 29/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 94913 Date: 28/5 Sign:

Purchase Order

 24-05-2022 16:15:41

88548
20.05.22 3:37:20

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**	88548	169815
	Doc Date	24-05-2022	
	Quote No	Nil	
	Quote Date	24-05-2022	
	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	8,640.00	1.40	0.00	18.00	14,273.28
2	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft	2,160.00	1.40	0.00	18.00	3,568.32
				Total Order Value . . .		**17,841.60**

Rupees : Seventeen Thousand Eight Hundred Fourty One and Paise Sixty 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 : ____________________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169815
Material required before date:		ID No.	76658

No	Description		Size	Quantity	Units	Inward No	Date
1.	GI Buckets	88547		36	Nos		
2.	Plastic Bluesheet	88548	24x18	20	Nos		
3.	Bluesheet		12x18	10	Nos		
4.	Spade with handle			20	Nos		
5.	Safety indication ribbon	88550		10	Nos		
6.	Safety Belt			50	Nos		
7.	Orange Jackets			300	Nos		

Remarks: For stock repienishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 23 MAY 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	21.05.2022	Sign. & Date	

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