PURCHASE DIVISION
Advice for approval for credit to supplier

(C)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 7/9/22 | Prepared by | Kavitha | Serial no. | 7981 |
| Supplier name | Santhosh Tarpaulin | | | HO inward no. | |
| Firm/Company | MPPL | Project | HO | HO received date | |
| PO/WO date | 27/7/22 | PO/WO No. | 90461 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 216 | 29/7/22 | 3,307/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 3,307/- |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 378 | 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: | 3,307/- |
| Amount E – PO / WO value: | 3,307/- |
| 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 | 12/9/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kavitha | | | | |
| Sign: | 7/9/22 | | | | |
| 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.

## 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: **216**
Invoice Date: 29/07/2022
P.O.No.90461/204521
P.O.Date: 27.07.2022

| Sl. No. | Descriptions | Code SAC HSN | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | RAIN COATS | 6201 | 7 . NOS | @ 450/- | **3,150.00** |

| | |
|---|---|
| **Total ::** | **3,150.00** |
| **CGST @ 2.5 %** | **78.75** |
| **SGST @ 2.5 %** | **78.75** |
| **IGST 18% ::** | |
| | |
| **Grand Total ::** | **3,307.50** |

**Rupees in words**
**THREE THOUSAND THREE HUNDRED SEVEN and FIFTY PAISE ONLY**

Receiver Signature & Seal

**INWARD**
Inward No: 398 Dt: 29/7/22
MRN No: Dt:
Received By: Samarjit
MODI PROPERTIES

**For SANTHOSH TARPAULIN**

**Authorized Signatory**

SUMMIT SALES LLP
INWARD
No: 97559
Date: 8/8/22
Sign:
R.R. DIST.

# Purchase Order

 27-07-2022 17:07:39 Or

90461
14.07.22 12:47:30

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** | 90461 | 204521 |
| 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 | **Doc Date** | 27-07-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ATWPA1307P1ZC | **Quote Date** | 27-07-2022 | |
| 9642662732 | **SupplyType** | Supply | |

**Kind Attn : Santosh Kumar**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|
| 1 600700 - CONS-Consumables - Rain Coat-- - - - Nos | 7.00 | 450.00 | 0.00 | 5.00 | 3,307.50 |
| | | | | **Total Order Value . . .** | **3,307.50** |

Rupees : Three Thousand Three Hundred Seven and Paise Fifty 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** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **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 Head office divisions assistant staff 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 Common Expenses | Date: | 27.07.2022 | | | |
| Site & Phase : | Head Office | Time: | 12:19 | | | |
| Supplier: | | Req. No. | 204521 | | | |
| Material required before date: | | ID No. | 78411 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS6007-Consumables-Rain Coat----Nos 90461 | 7 | 0 | No's | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | Rains coats for Head Office Divisions Assistant staff | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Jai Kumar. G | Jai Kumar | APPROVED | | | |
| Approved By: | Jai Kumar. G | | 27 JUL 2022 | | | |
| Sign & Date: | 27.07.2022 | | P. PRABHAKAR Sr. MANAGER PURCHASE | | | |