# PURCHASE DIVISION Advice for approval for credit to supplier



Supplier name   Santhosh Tarpoulin   HO inward no.    Firm/Company   MPPL   Project   HO   HO received date    PO/WO date   \$21   22   PO/WO No.   90 U   Scan ID.    SI no.   Bill no.   Bill date   Bill amount   Original attached    1.   \$21   29   72   3 / 307   - Prosect   No    2.     9 / Yes   No    3.   9 / Yes   No    Amount A - Bills total (Excluding Transport & Hamali Charges):   3/807   - Proof of delivery by way of:   DCs/bill   Steel report   RMC pour report   Solid block report   Installation report    MRN   Proof of delivery matches MRN   Proof of delivery matches MRN    Amount B - Other Credits : Transportation charges   - Amount D (D=A+B-C) - Amount to be credited to the supplier:   3/307   - Amount D (D=A+B-C) - Amount to be credited to the supplier:   3/307   - Amount F - Difference (A - E):    Quantity received as per PO / WO   Press   No - wait for balance material   Other    Payment - due date   92   92   22   22    Approved by   Purchase Officer   Purchase   M D   Accountant   Accounts   Manager    Name:   Famtha   Sign:   7   92   22   23    Date   Amount F - Difference (A - E):   Purchase   M D   Accountant   Accounts   Manager    Name:   Famtha   Sign:   7   92   22   23    Date   Approved by   Purchase Officer   Purchase   M D   Accountant   Accounts   Manager    Name:   Famtha   Sign:   7   92   72   72   73    Date   Approved by   Purchase Officer   Purchase   M D   Accountant   Accounts   Manager    Name:   Famtha   Sign:   7   92   72   73    Date   Approved   Purchase Officer   Purchase   M D   Accountant   Accounts   Manager    Name:   Famtha   Sign:   7   92   72   73    Date   Approved   Purchase   Pu	Date:		7/9/22	Prepar	ed by	Kavith	0	Serial no.	7	7981
PO/WO date    ST   22			Santhos	h To	repaul			HO inwar	d no.	
PO/WO date   St   1   22   PO/WO No.   90   6   Scan ID.			MPPL	Project	t '	Ho		HO receiv	ed date	
Si no. Bill no. Bill date Bill amount Original attached  1. Dib Day 1 22 3 3 307 - Pres No  2. Proof of Livery Installation Transport & Hamali Charges): Bill amount A - Bills total (Excluding Transport & Hamali Charges): Bills total (Excluding Transport & Bills total (Exc	PO/WO date	2	27/7/22	PO/W	O No.		1	Scan ID.		
2.			Bill no.		Bill	date	1	Bill amount		Original attached
3.			216		29/7	22	3,	307/-		Yes 🗆 No
Amount A – Bills total (Excluding Transport & Hamali Charges):    Proof of delivery by way of: DCs/bill   Steel report   RMC pour report   Solid block report   Installation report								1		□ Yes □ No
Amount A - Bills total (Excluding Transport & Hamali Charges):    3/807	3.									□ Yes □ No
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report  MRN nos.:  \$18  Amount B — Other Credits: Transportation charges  Amount C — Other Debits:  Amount D (D=A+B-C) — Amount to be credited to the supplier:  Amount F — Difference (A — E):  Quantity received as per PO/WO  PYes □ No — wait for balance material □ Other  Payment — due date  Remarks:  Approved by Purchase Officer Purchase Manager  Name:  Sign:  7   9700   9740   97	4.									□ Yes □ No
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report  MRN nos.: 318  Amount B – Other Credits: Transportation charges  Amount C – Other Debits:  Amount D (D=A+B-C) – Amount to be credited to the supplier:  Amount F – Difference (A – E):  Quantity received as per PO /WO  Payment – due date  Remarks:  Approved by Purchase Officer Purchase Manager  Manager  Manager  M D Accountant Accounts Manager  Name: Kautha  Sign: 71922  Date	Amount A –	Bills to	otal (Excluding Tran	sport & I	Hamali Charg	ges):			219	207/_
Amount B – Other Credits: Transportation charges  Amount C – Other Debits:  Amount D (D=A+B-C) – Amount to be credited to the supplier:  Amount E – PO / WO value:  Amount F – Difference (A – E):  Quantity received as per PO / WO  Close PO / WO  Payment – due date  Remarks:  Approved by Purchase Officer Purchase Manager  Name:  Kamtha  Sign:  7 19 22  Date	Proof of deli	very by	way of:   DCs/bill	□ Steel	report  RM	C pour repo	rt 🗆 Sol	id block rep	ort 🗆 Ins	stallation report
Amount B – Other Credits: Transportation charges  Amount C – Other Debits:  Amount D (D=A+B-C) – Amount to be credited to the supplier:  Amount E – PO / WO value:  Amount F – Difference (A – E):  Quantity received as per PO / WO  Payres   Excess received   Short received   Part received  Close PO / WO  Payment – due date  Payment – due date  Remarks:  Approved by Purchase Officer Purchase M D Accountant Accounts Manager  Name:  Sign:  Jayar  Date			24 4							Yes 🗆 No
Amount C – Other Debits:  Amount D (D=A+B-C) – Amount to be credited to the supplier:  Amount E – PO / WO value:  Amount F – Difference (A – E):  Quantity received as per PO / WO  Payment – due date  Approved by Purchase Officer Purchase Manager  Name:  Sign:  7 19 22  Date							matche	s MRN		
Amount D (D=A+B-C) – Amount to be credited to the supplier:  Amount E – PO / WO value:  Amount F – Difference (A – E):  Quantity received as per PO / WO  Close PO / WO  Payment – due date  Remarks:  Approved by Purchase Officer Purchase Manager  Name:  Sign:  Date  Amount E – PO / WO value:  3 / 30 7 / —  3 / 30 7 / —  3 / 30 7 / —  3 / 30 7 / —  Areceived □ Part received □ Part received □ Part received  Payment – due date  Accounts Manager  M D Accountant Accounts Manager	Amount B –(	Other C	redits: Transportati	on charge	es					
Amount E - PO / WO value:  Amount F - Difference (A - E):  Quantity received as per PO / WO  Close PO / WO  Payment - due date  Approved by  Purchase Officer  Approved by  Purchase Officer  Purchase  Manager  Manager  Manager  Date	Amount C –C	Other D	ebits :		*					_
Amount E - PO / WO value:  Amount F - Difference (A - E):  Quantity received as per PO / WO  Close PO / WO  Payment - due date  Payment - due date  Approved by  Purchase Officer  M D  Accountant  Manager  Name:  Sign:  Date  Amount E - PO / WO value:  3 / 30 7 / A	Amount D (D	)=A+B	-C) – Amount to be	credited	to the supplie	er:			313	307/_
Amount F – Difference (A – E):  Quantity received as per PO /WO  Close PO / WO  Payment – due date  Remarks:  Approved by Purchase Officer Purchase M D Accountant Manager  Name:  Sign: 719127  Date	Amount E – I	PO / W	O value:							1
Close PO / WO  Payment – due date  Remarks:  Approved by Purchase Officer Purchase Manager  Name:  Kantha  Sign:  Date	Amount F – I	Differe	nce (A – E):							-
Payment – due date    Payment – due date   Payment – due date	Quantity rece	eived as	per PO /WO		✓ Yes □ I	Excess receiv	ved   She	ort received	□ Part r	eceived
Remarks:  Approved by Purchase Officer Purchase M D Accountant Accounts Manager  Name: Karritha  Sign: 719122	Close PO / W	/O			Yes 🗆 1	No – wait for	r balance	material	Other	
Approved by Purchase Officer Purchase M D Accountant Accounts Manager  Name: Karritha  Sign: 7/9/27  Date	Payment - du	ie date			92/9/	22				
Name: Karritha Sign: 7/9/22 Date	Remarks:								27	
Name: Karritha Sign: 7/9/22 Date										
Name: Karritha Sign: 7/9/22 Date	Approved	by	Purchase Officer			M D		Accoun	itant	
Sign: 7/9/22 Date	Name:	_	Kamith a	IVI	inagei					ivialiager
	Sign:	_	7/9/02							
Approval limit   Unto 20k   Above 20k   Above 100k   Unto 20k   Above 20k	Date	_								
Approval lillit Opto 20k Above 20k Above 20k	Approval lim	it	Upto 20k	Above 2	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, Survanagar, 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

Invoice No: 216

Invoice Date: 29/07/2022

P.O.No.90461/204521

P.O.Date: 27.07.2022

GSTIN No. 36ACQFS2044C1Z7

S1. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	RAIN COATS	6201	7 . NOS	@ 450/-	3,150.00
Rupe	es in words			Total ::	3,150.00
	E THOUSAND THREE HUNDS	RED	CGST @	2.5 %	78.75
SEVE	N and FIFTY PAISE ONLY		SGST @	2.5 %	78.75
			IGS	ST 18% ::	
			Gran	d Total ::	3,307.50
Receiv	ver Signature & Seal		For S	SANTHOSH	TARPAULIN

INWARD Inward No: 348 D: 29 7 MRN No:

MODI PROPERTIES

**Authorized Signatory** 

## **Purchase Order**

Page(s) 1 Of 1

27-07-2022 17:07:39

From Company : Summit Sales LLP

5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.

G S T No.: 36ACQFS2044C1Z7

14.07.22 12:47:30

Supplier Details			
Santosh Tarpaulin	Doc No	90461	204521
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	Doc Date	27-07-202	22
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	<b>Quote Date</b>	27-07-202	22
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 Or	der Value	е	3,307.50
Rupees: Three Thousand Three Hundred Seven and Paise Fift	y 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

5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003

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 Security

Nil Nil

Remarks

For Summit Sales LLP

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For Santosh Tarpaulin

Date : \_\_/\_\_/\_\_\_

Requisition Form						1
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	Oty available at site	Order Qty	Inward No	Order Qty Inward No Inward Date
1	CONS6007-Consumables-Rain CoatNos	7		0 No's		
2						
3						
4						
5 9						
7						
8						
6						
10						
Remarks:	Rains coats for Head Office Divisions Assistant staff					
	Engineer	Project Manager	B	Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar	APPROVED	VED VED		
Approved By:	Jai Kumar. G		COUC NIN E G	16606		
Sign & Date:	27.07.2022		3	a		
			DRAD!	DRAUMAR		

P. PRAUNIVAAR St. MANAGER PURCHASE