

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date: 7/9/22		Prepared by: Kavitha		Serial no. 7981	
Supplier name: Santhosh Taspaulin				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. 36ACQFS2044C1Z7Invoice No: **216**

Invoice Date: 29/07/2022

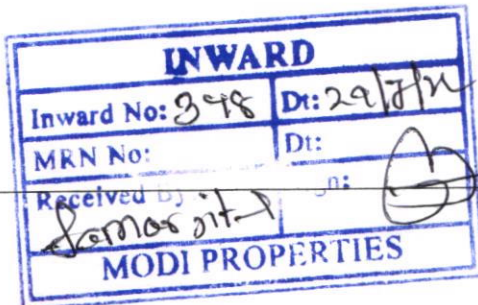
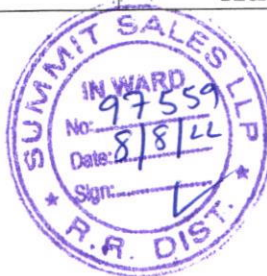
P.O.No.90461/204521

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

Rupees in words**THREE THOUSAND THREE HUNDRED
SEVEN and FIFTY PAISE ONLY****Total :: 3,150.00****CGST @ 2.5 % 78.75****SGST @ 2.5 % 78.75****IGST 18% ::****Grand Total :: 3,307.50**

Receiver Signature & Seal

For SANTHOSH TARPAULIN**Authorized Signatory**

Purchase Order

Page(s) 1 Of 1

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

GSTIN 36ATWPA1307P1ZC

9642662732

Doc No	90461	204521
Doc Date	27-07-2022	
Quote No	Nil	
Quote Date	27-07-2022	
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 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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													
Prepared By:		Engineer		Project Manager		Purchase						MD			
		Jai Kumar. G		Jai Kumar											
Approved By:		Jai Kumar. G													
Sign & Date:		27.07.2022													


APPROVED
27 JUL 2022
 P. PRABHAKAR
 Sr. MANAGER PURCHASE