PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/11/22	Prepared by	Ashajyothi	Serial no.	10916
Supplier name	Santosh Tarpaulin			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	23/11/22	PO/WO No.	94289	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	241	24/11/22	12,119/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,119/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114232	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:	12,119/-
Amount E – PO / WO value:	12,119/-
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	5/12/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		28 NOV 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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: **271**
Invoice Date: 24/11/2022
P.O.No.94289/170460
P.O.Date: 23.11.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	COVER BLOCS ALL IN ONE . RCC 200 nos X 25 bags	6810	5000 NOS	@ 0.85/-	**4,250.00**
2	HDPE TARPAULIN SIZE 18ft X 24ft 10 NOS	3926	401.34 Q MTR	@ 15/-	**6,020.10**

INWARD
Inward No: Dt:
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Rupees in words
TWELVE THOUSAND ONE HUNDRED EIGHTEEN AND SEVENTY TWO PAISE ONLY

Total ::	**10,270.10**
CGST @ 9 %	**924.309**
SGST @ 9 %	**924.309**
IGST 18% ::	
Grand Total ::	**12,118.72**

Receiver Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 101946
Date: 28/11/22
Sign:
R.R. DIST.

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No. 19030 Dt: 24/11/22
MRN No: 1142 32 Dt: 24/11/22
Received By: Sign:
SUMMIT SALES LLP

Purchase Order

 23-11-2022 15:37:00

94289
16.11.22 3:08:33

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**	94289	170460
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	23-11-2022	
	Quote No	Nill	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	18-11-2022	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	322400 - BUIL-Building Material - Spacers all in one-RCC-- - - - Nos	5,000.00	0.85	0.00	18.00	5,015.00
2	629900 - GENE-General Items - Plastic Blue Sheet-- - 3600Wx5400Lmm - Sft *4320 sft*	401.34	15.00	0.00	18.00	7,103.72
					Total Order Value . . .	**12,118.72**

Rupees : Twelve Thousand One Hundred Eighteen and Paise Seventy Two 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 repleneshing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory
Name : 24/11/22

Accepted the above Terms And Conditions
For *Santosh Tarpaulin*
Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	18.11.2022			
Site & Phase :	~~SSLLP-SOV~~ SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170460			
Material required before date:		ID No.	81797			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL3224-Building Material-Spacers all in one-RCC----Nos PO 894289	5000	10000	5000		
2	GENE7646-General Items-Gova Rope----Bundles	40	4	40		
3	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400LMM-Sqm	4320	0	4320		
4	TOOL2146-Tools-Spade with handle----Nos	20	25	20		
5	HARD6418-Hardware-Hacksaw blade Double----Boxes	300	150	300		
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
21 NOV [illegible]
SOHAM MODI
MANAGING DIRECTOR