PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	01/01/2023	Prepared by	MINISH	Serial no.	**12430**
Supplier name	Santhosh Tarpaulin.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	28/12/2022	PO/WO No.	95484.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	293.	29/12/2022	7,104/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		7,104/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	115660.	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:			7,104/-
Amount E – PO / WO value:			7,104/-
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	09/01/2023		
Remarks:			

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

APPROVED
01 JAN 2023
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: **293** Invoice Date: 29/12/2022 P.O.No.95484/170610 P.O.Date: 28.12.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN SIZE 24ft X 18ft 10 NOS	3926	401.34 QMTR	@15.00/	**6,020.10**

INWARD
Inward No. 19214 Dt: 30/12/22
MRN No: 115660 Dt: 31/12/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words
SEVEN THOUSAND ONE HUNDRED THREE SEVENTY TWO PAISE ONLY

Total ::	**6,048.00**
CGST @ 9 %	**541.80**
SGST @ 9 %	**541.80**
IGST 18% ::	
Grand Total ::	**7,103.72**

Receiver Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 103481
Date: 1/1/2023
Sign:
R.R. DIST.

For SANTHOSH TARPAULIN

Authorized Signatory

Purchase Order

 28-12-2022 11:02:05

95484
13.12.22 4:34:24

Copy

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**	95484	170610
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	28-12-2022	
	Quote No	Nill	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	23-12-2022	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	368100 - GENE-General Items - Blue Sheet-- - 7200Wx5400Lmm - Sqm *4320 sft-10 No's*	401.34	15.00	0.00	18.00	7,103.72
					Total Order Value . . .	**7,103.72**

Rupees : Seven Thousand One Hundred Three 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	Original invioce +copy of proof of delivery is required to process invoice for payment .Do not send original to site. Original invoice must be sent to HO office or purchase site office .proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

28/12/2022

Name : ______________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	23.12.22			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170610			
Material required before date:		ID No.	82831			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE7860-General Items-Blue Sheet---7200Wx5400Lmm-Sqm	10	1	10		
2	TOOL9438-Tools-Spade with handle----Nos	20	30	20		
3	HARD7211-Hardware-Hacksaw blade Double----Boxes	300	189	300		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Asha jyothi					
Approved By:	Minish					
Sign & Date:						

PO6-95484.

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR