PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	6-01-23	Prepared by	S. JaySudha	Serial no.	12850
Supplier name	Santhosh Tarpaulin			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	29-12-22	PO/WO No.	95583	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	295	30-12-22	1,593/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,593/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115723	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:	1,593/-
Amount E – PO / WO value:	1,593/-
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	16-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		06 JAN 2023			
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: **295**
Invoice Date: 30/12/2022
P.O.No.95583/170623
P.O.Date: 29.12.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN SIZE 24ft X 18ft 2 NOS	3926	90 QMTR	@15.00/	**1,350.00**

IN WARD
Inward No: 1882 Dt: 03/1/23
MRN No: 115723 Dt: 03/1/23
Received By: Rajan Sign:
SSLLP-GVDC

Rupees in words
ONE THOUSAND FIVE HUNDRED NINTY THREE ONLY

Total ::	**1,350.00**
CGST @ 9 %	**121.50**
SGST @ 9 %	**121.50**
IGST 18% ::	
Grand Total ::	**1,593.00**

Receiver Signature & Seal

Received By
S.K. RAJU
6281929265

For SANTHOSH TARPAULIN

Authorized Signatory

SUMMIT SALES LLP
IN WARD
No: 103676
Date: 4/1/23
Sign:
R.R. DIST.

Purchase Order

 29-12-2022 12:09:11

95583
27.12.22 3:28:17

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**	95583	170623
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	29-12-2022	
	Quote No	Nill	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	28-12-2022	
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 *2-no's*	90.00	15.00	0.00	18.00	1,593.00
	Total Order Value . . .					**1,593.00**

Rupees : One Thousand Five Hundred Ninty Three 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	SSLLP-GVDC . Phone. .
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 office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Material Delivery at SSLLP-GVDC ,Contact person Mr.Praveen,Mobile no:9989330044

For ***Summit Sales LLP***
Authorised Signatory

Name : 30/12/2022

Accepted the above Terms And Conditions
For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SUMMIT SALES LLP	Date	28-12-2022			
Site & Phase :	SSLLP-GVDC	Time	15:00			
Unit No./Block No.						
Supplier:		Req. No.	170623			
Material required before date:	URGENT	ID No.	82935			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE7860-General Items-Blue Sheet---7200Wx5400Lmm-Sqm	90	0	90		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For office puropse					
	Engineer	Project Manager		Purchase		MD
Prepared By:	SHIVANI					
Approved By:	B.PRAVEEN					
Sign & Date:						

PO% 95583.

APPROVED
30 DEC 2022
MINISH PARIKH
MANAGER PROCUREM