

PURCHASE DIVISION  
Advice for approval for credit to supplier



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|---------------|---------------------------------------------------------------------|-------|--|-------------|------------------|------------------|-----|------------|------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|-------|--|--|--|------|--|--|--|----------------|----------|------------|----------|-----------|
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                      | 01/03/2023          |                                                                                                                                                                 | Prepared by | MINISH                        |               | Serial no.                                                          | 15271 |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Supplier name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                      | Saurthosh Darpaulin |                                                                                                                                                                 |             |                               | HO inward no. |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Firm/Company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                      | SLLP                |                                                                                                                                                                 | Project     | SLLP                          |               | HO received date                                                    |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| PO/WO date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                      | 24/02/2023          |                                                                                                                                                                 | PO/WO No.   | 20230224010                   |               | Scan ID.                                                            |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| + Sl no.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Bill no.                                                                                                                                                             |                     | Bill date                                                                                                                                                       |             | Bill amount                   |               | Original attached                                                   |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 315                                                                                                                                                                  |                     | 27/02/2023                                                                                                                                                      |             | 10,030/-                      |               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                      |                     |                                                                                                                                                                 |             | 10,030/-                      |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| MRN nos.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20230228003 -                                                                                                                                                        |                     |                                                                                                                                                                 |             | Proof of delivery matches MRN |               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount C – Other Debits :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                      |                     |                                                                                                                                                                 |             | 10,030/-                      |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount E – PO / WO value:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                      |                     |                                                                                                                                                                 |             | 10,030/-                      |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Amount F – Difference (A – E):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                      |                     |                                                                                                                                                                 |             | NIL                           |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Quantity received as per PO / WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                      |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Close PO / WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                      |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Payment – due date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                      |                     | 06/03/2023                                                                                                                                                      |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td colspan="2" rowspan="4" style="text-align: center; vertical-align: middle;"> <div style="border: 2px solid blue; padding: 5px; display: inline-block;"> APPROVED<br/><br/> 01 MAR 2023<br/><br/> MINISH PARIKH<br/> MANAGER PURCHASUREMENT </div> </td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table> |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  | Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager | Name: | <div style="border: 2px solid blue; padding: 5px; display: inline-block;"> APPROVED<br/><br/> 01 MAR 2023<br/><br/> MINISH PARIKH<br/> MANAGER PURCHASUREMENT </div> |  |  |  |  | Sign: |  |  |  | Date |  |  |  | Approval limit | Upto 20k | Above 100k | Upto 20k | Above 20k |
| Approved by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Purchase Officer                                                                                                                                                     | Purchase Manager    | M D                                                                                                                                                             | Accountant  | Accounts Manager              |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <div style="border: 2px solid blue; padding: 5px; display: inline-block;"> APPROVED<br/><br/> 01 MAR 2023<br/><br/> MINISH PARIKH<br/> MANAGER PURCHASUREMENT </div> |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Sign:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                     |                                                                                                                                                                 |             |                               |               |                                                                     |       |  |             |                  |                  |     |            |                  |       |                                                                                                                                                                      |  |  |  |  |       |  |  |  |      |  |  |  |                |          |            |          |           |
| Approval limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                      |                     | Upto 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: **315**

Invoice Date: 27/02/2023

P.O.No.20230224010

P.O.Date: 24.02.2023

| Sl. No | Descriptions                                     | Code SAC HSN | Qty         | Rate     | Amount Rs. Ps. |
|--------|--------------------------------------------------|--------------|-------------|----------|----------------|
| 1      | COVER BLOCS ALL IN ONE<br>RCC 200 nos X 50 bags✓ | 6810         | 10000 NOS ✓ | @ 0.85/- | 8,500.00       |

**INWARD**  
Inward No. 19471 Dt: 27/2/23  
IN No: Dt:  
Received By: Sign:   
MRN- 20230228003  
**SUMMIT SALES LLP**

Rupees in words

TEN THOUSAND THIRTY ONLY



Total :: 8,500.00

CGST @ 9 % 765.00

SGST @ 9 % 765.00

IGST 18% ::

Grand Total :: 10,030.00

For SANTHOSH TARPAULIN

Receiver Signature & Seal

Authorized Signatory





# Purchase Order

Original

|               |                                                                                                                            |                                      |
|---------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| From Company: | Summit Sales LLP<br>5-4-187/3&4, IInd FloorSoham MansionM.G.Road<br>Secunderabad,TELANGANA,500003<br>GSTNO:36ACQFS2044C1Z7 | Delivery Location: SSLP Stores @ VSC |
|---------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|

|                                                                                                                                                                                              |  |             |                |            |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|----------------|------------|-------------|
| Supplier Details                                                                                                                                                                             |  | PO No       | 20230224010    | Quote No   | NIL         |
| Santosh Tarpaulin<br>2-9-39/7/3, ForzengudaSuryanagar, Old AlwalMedchal Malkagiri<br>Hyderabad,TG,500010<br>GSTIN:36ATWPA1307P1ZC<br>A Santosh Kumar,9642662732<br>santostarpaulin@gmail.com |  | PO Date     | 24 Feb 2023    | Quote Date | 24 Feb 2023 |
|                                                                                                                                                                                              |  | Supply Type | Purchase Order |            |             |

| SNNo. | Item Name                                      | Qty       | Rate | Dis% | Taxable Amount | GST%             |       |       |          | Amount |
|-------|------------------------------------------------|-----------|------|------|----------------|------------------|-------|-------|----------|--------|
| 1     | BUIL6836-Building Material-Spacers---Misc-Nos. | 10,000.00 | 0.85 | 0%   | 8,500          | IGST%            | CGST% | SGST% | IGST AMT | 10,030 |
|       |                                                |           |      |      |                | 0%               | 9%    | 9%    | 0        | 10,030 |
|       |                                                |           |      |      |                | Total Amount ... |       |       |          | 10,030 |

Rupees in words : Ten Thousands Thirty Only.

Terms and Conditions:-

Additional Specifications

Nil.

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within 1 days of PO

Delivery Location :

As given above.

Transport:

By Vendor or Purchaser

Advance Paid :

Nil.

Payment Terms :

After delivery and on submission of bills.

Bill submission:

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.

Other Terms:

Nil.

Purchase Order

Original

Measurement/quantity: Delivery at SSLLP Stores-Cherlapally for Replenishing stock purpose.

|                      |                                         |
|----------------------|-----------------------------------------|
| For Summit Sales LLP | Accepted the above Terms And Conditions |
| Authorised Signatory | For                                     |
| Name :-              |                                         |
| Sign:-               |                                         |
| Date :-              | Date :-                                 |

**APPROVED**

**24 FEB 2023**

MINISH PARIKH  
MANAGER PROCUREMENT

Requisition Form

|                               |                    |         |             |
|-------------------------------|--------------------|---------|-------------|
| Company Name                  | Summit Sales LLP   | Date    | 24 Feb 2023 |
| Site Or Phase                 | SSLLP Stores @ VSC | Time    | 10:34:18    |
| Flat/Villa/Other              | Other              | Req.No. | 170906      |
| Material required before date |                    | ID No   | 20230224001 |

| S.No | Description                                    | Qty Required | Qty Available at Site | Order Qty | Last Rate | Inward No | Date |
|------|------------------------------------------------|--------------|-----------------------|-----------|-----------|-----------|------|
| 1    | BUIL6836-Building Material-Spacers---Misc-Nos. | 10,000.00    | 10,000                | 10,000.00 | 80.00     |           |      |

Remarks:

Prepared By :- Minish Parikh

Sign:-

Date :- 24 Feb 2023

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns

