PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/7/20	Prepared by:	T.D. Murthy
PO/WO no.	68662	PO / WO Date.	7/7/20
Supplier Name	Tulasi Group of Industries	PO/WO amount	Rs. 25,488/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	007	2/7/20	Rs. 25,488/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 25,488/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	007	2/7/20	80870	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 25,488/-
Amount E – PO / WO value:	Rs 25,488/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved - within acceptable limits □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. /- ☑ No
Payment – due date	11/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature] APPROVED 08 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	7/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN : 36BDJPK0306E1Z1

INVOICE

Ph: 9848959544
9949898769

TULASI GROUP OF INDUSTRIES

ALL TYPES OF POWDER COATING WORKS

Block No.4, Plot No.285, SHED No.229-246,
B.N Reddy Nagar, Cherlapally, Medchal - Malkajgiri, Telangana - 500051.

To

M/s. Summit Sales LLP
Cheelapally.
Hyderabad

Party GSTIN 36ACQFS2044C1Z7

Invoice No. 007

68662

Date : 02/07/2020

Sl. No.	PARTICULARS	HSN CODE	QTY.	RATE	AMOUNT Rs. Ps.
1.	Grills powder Coating (Z-angles)	7301	1350 kgs	16/- kg.	21,600/-
			TOTAL		21,600/-
			SGST	9%.	1944/-
			CGST	9%.	1944/-
			IGST		—
			GRAND TOTAL		25,488/-

67023
4/7/20 → 4/7/20.

INWARD
Inward No: 14504 Dt: 02/7/20
MRN No: 80890 Dt: 4/7/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees in Words: Twenty five thousand four hundred and forty four only/-

Goods once sold will not be taken back

Customer Signature

For **TULASI GROUP OF INDUSTRIES**

D.R. Swamy
Authorised Signature

OUTWARD - GATE PASS No.: 1884

Date:	25/6/20		Time:	10:45	
Company:	Summit Sales LLP.				
Project/site:	Summit Housing LLP				
Destination:	S.R. Eng. work.				
Outward No.:	Vehicle type	Vehicle No		Vehicle driver	
693	Auto	TS 08 UE 7192		Suresh	
	Material Description	Quantity	Units	Approx. rate	Amount
1.	Ms grill - 6.5 x 41.60	05	No		
2.	MS Angle - 6X4"	66	"		
3.	" 2X4"	53	"		
4.	" 3X4	26	"		
5.					
6.					
7.					
8.					
9.					
10.					
	Total	146			

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☑No charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date ________.
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier – date _____ & Amount Rs. ____________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. __________ & date ______
☑Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ____________, Amount ______________ date __________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ No charge	☐for repairs & service	☐Material received by inward no. ________ & date________ ________.
☐ Other:	Details:	Details:

Remarks: Material Sending to Powder Coated Purpose - PO no. - 68018, 67173

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:				
Received by other site on:	Inward No.	Admin sign:	Security sign.	
2/7/20	14504			
Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

Purchase Order

 07-07-2020 3:46:21 PM Original / Office Copy / Purchase Div.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			
Tulasi Group Of Industries	**Doc No**	68662	14695
Block No. 4, Plot no. 285, SHED No. 229-246, B.N. Reddy Nagar, Cherlapally, Medchal, Malkajgiri, Telangana - 051.	**Doc Date**	07-07-2020	
	Quote No	Nil	
GSTIN 36BDJPK0306E1Z1	**Quote Date**	02-07-2020	
9848959544/9949898769	**SupplyType**	Supply	

Kind Attn : D.R. Swamy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6196 - Miscellaneous - Powder Coating Charges - NA - Kgs	1,350.00	16.00	0.00	18.00	25,488.00
			Total Order Value . . .			**25,488.00**

Rupees : Twenty Five Thousand Four Hundred Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Powder coating, delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Work done.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment as per actual weighment. Above order for MS cloth hangers powder coating purpose(Vide Inv no. 007, dt.02/07/2020).
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Tulasi Group Of Industries***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	6.7.2020
Site & Phase :	SHLLP	Time:	14.00
Supplier		Req. No.	14695
Material required before date:		ID No.	58303.

No	Description	Size	Quantity	Units	Inward No	Date
1.	POWDER COATING CHARGES		1350	KGS		
2						
3						
4	68662					
5						
6						
7						
8						
9						
10						
11						
12						

Remarks:

Prepared By	SOWMYA	Approved by	
Sign.& Date	6.07.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.