PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 31/7/20. | Prepared by: | SOWMYA |
| PO/WO no. | 68719. | PO / WO Date. | 9/7/20 |
| Supplier Name | Lepakshi Tarpaulin Industries | PO/WO amount | 5,364. |
| Firm/Company | SSllp | Project | Shllp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 1530 | 28/7/20 | 5364 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 5,364. |

| | | | | |
|---|---|---|---|---|
| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
| 1. | | | 81576. | ☑ 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: | | | | 5,364 |
| Amount E – PO / WO value: | | | | 5,364 |
| 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 | **7.8.2020** |
| Remarks: | |
| | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | | | | | |
| Date | 31/7/20 | | | | | | |

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/-

# TAX INVOICE

# LEPAKSHI TARPAULIN INDUSTRIES

Lepakshi

# 1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.
Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,
E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

**GSTIN : 36ADOPN7656C1Z7**

Invoice No. : 1530
Date : 28/7/20
State Code : 36

| Details of Receiver (Billed to) | Details of Consignee (Shipped to) |
|---|---|
| Name : Summit Sales LLP | Name : |
| Address : M.G. Road. Secbad | Address : Cheralapally |
| Ph. Cell : | Ph. 96182 44433 Cell : |
| GSTIN/UIN : 36ACQFS2044C1Z7 | GSTIN/UIN : |
| P.O. No. & Dt. 68719. Dt 09/7/20. | Vehicle No. : |

| Sl. No. | HSN (SAC) Code | Description of ~~the~~ Goods | Qty | Rate | Amount Rs. | Taxable Value | CGST Rate | CGST Amount | SGST Rate | SGST Amount | IGST Rate | IGST Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 6201. | Rain Coats | 10 Nos | 400/- | Each. | 4000. | 2.5 | 100 | 2.5 | 100. | | |
| | 6601. | Umbrella | 4 Nos. | 260/- | | 1040. | 6 | 62.40. | 6 | 62.40 | | |
| | | TOTAL | | | | 5040 | (+) | 162.40 | (+) | 162.40. | | |

(Rupees : in words ..........

E-way Bill No.

TOTAL INVOICE RS. 5364.80/-

INWARD
Inward No: 14639 Dt: 29/7/20
MRN No: 21576 Dt: 29/7/20.
Received By: Sign: only
SUMMIT SALES LLP

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68009
Date 4/8

OUR BANK DETAILS :

| | |
|---|---|
| Bank Name | : PUNJAB NATIONAL BANK |
| Bank Account Number | : 3631002100019635 |
| Branch | : M.G. Road, Sec'bad |
| IFSC | : PUNB0363100 |

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory

TERMS & CONDITIONS
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

# Purchase Order



09-07-2020 10:51:43 AM

68719

08.07.20 3:08:59

From Company : **Summit Sales LLP**

5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Lepakshi Tarpaulin Industries<br># 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.<br>**GSTIN** 36ADOPN7656C1Z7 2770 6071<br>66486071 9642662732 | **Doc No** | 68719 | 14699 |
| | **Doc Date** | 09-07-2020 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 09-07-2020 | |
| | **SupplyType** | Supply | |

**Kind Attn : Mr. Santosh Kumar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4052 - Consumables - Raincoats - NA - nos | 10.00 | 400.00 | 0.00 | 5.00 | 4,200.00 |
| 2 | 4064 - Consumables - Umbrella - other - nos | 4.00 | 260.00 | 0.00 | 12.00 | 1,164.80 |
| | | | | | **Total Order Value . . .** | **5,364.80** |

Rupees : Five Thousand Three Hundred Sixty Four and Paise Eighty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of 'Lotus' brand. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Included 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 Staff use purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 6.7.2020 |
| Site & Phase : | SHLLP | Time: | 16.00 |
| Supplier | | Req. No. | 14699 |
| Material required before date: | | ID No. | 58320 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | RAINCOATS | | 10 | NOS | | |
| 2 | UMBRELLAS 68719 | | 4 | NOS | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Remarks:FOR SSLLP STAFF USE

| | | | |
|---|---|---|---|
| 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.

APPROVED BY
-8 JUL 2020
SOHAM MODI
MANAGING DIRECTOR