PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/8/20.	Prepared by:	SOWMYA
PO/WO no.	69207.	PO / WO Date.	28/7/20
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	2,520.
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1536.	29/7/20	2,520
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,520.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:				2,520
Amount E – PO / WO value:				2,520
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	**14.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	6/8/20						

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

Invoice No. : 1536

LEPAKSHI TARPAULIN INDUSTRIES

Date : 29/7/2020.

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

State Code : 36

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : SUMMIT SALES LLP	Name :
Address : 5-4-187/384, 2ND FLOOR, M.G.ROAD, SEC-BAD-03.	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ACQFS2044C1Z7.	GSTIN/UIN :
P.O. No. & Dt. 69207/16360/ - 28/07/20.	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
1)	6201	Rain Coats	6	@ 400	2400	2400	2.5%	60	2.5%	60		
						/						
			TOTAL			2400	+	60	+	60	=	2520

INWARD
Inward No: 327 Dt: 31/07/20
MRN No: Dt:
Received by: damongit Sig:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 68002 Date 4/8

(Rupees : in words Two thousand five hundred twenty only only

E-way Bill No.

TOTAL INVOICE RS. - 2520/-

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.

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

Purchase Order

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69207
31.07.20 12:12:34

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 # 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc No**	69207	16360
	Doc Date	28-07-2020	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote No**	Nil	
66486071 9642662732	**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 *XL 2 NOS XXL 4 NOS*	6.00	400.00	0.00	5.00	2,520.00
					Total Order Value . . .	**2,520.00**

Rupees : Two Thousand Five Hundred Twenty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 HO 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:	Summit Sales LLP Common Expenses	Date:	24.07.2020
Site & Phase :	Head Office	Time:	10:56 am
		Req. No.	16360
Material required before date:		ID No.	58767

No	Description	Size	Quantity	Units	Inward No	Date
01	Rain Coat	XL	02	No's		
02	Rain Coat 69207	XXL	04	No's		

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	
Sign.& Date	24.06.2020	Sign.& Date	

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

APPROVED BY
25 JUL 2020
SOHAM MODI
MANAGING DIRECTOR