PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/10/2020	Prepared by:	C. Neha
PO/WO no.	70593	PO / WO Date.	21/09/2020
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	2,520/-
Firm/Company	SSLLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1797	09/10/2020	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.			84207	□ Yes □ No
2.				□ Yes □ No
3.				□ 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:	2520
Amount E – PO / WO value:	2520
Amount F – Difference (A – E): GST-18%	—

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	26/10/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	21/10/2020	22/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

09/10/2020. Invoice No. ...1797

Date : ~~21/09/2020.~~ 09/10/2020.

LEPAKSHI TARPAULIN INDUSTRIES

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

State Code : 36

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. 70593/16501 - 21/09/2020.	Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST		SGST		IGST	
							Rate	Amount	Rate	Amount	Rate	Amount
1)	6201	Rain Coats	6	400		2400	2.5%	60	2.5%	60		
		TOTAL				2400	+	60	+	60	=	2520/-

INWARD
Inward No: 569 Dt: 12/10/20
MRN No: 84207 Dt: 21/10/2020
Received By: Sign:
...PROPERTIES

INWARD No. 70278 Date 20/10 Sign.
...PROPERTIES PVT. LTD. SEC'BAD

(Rupees : in words Two thousand five hundred twenty 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

LEPAKSHI TARPAULIN INDUSTRIES 27706071

Authorised Signatory

Purchase Order

 21-09-2020 5:28:57 PM Original /

70593
17.09.20 3:46:39

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	**Doc No**	70593	16501
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	21-09-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	21-09-2020	
66486071 9642662732	**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	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	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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	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 CR,-4 nos Ashaiya and Mallareddy use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Name : 22/09/2020

Accepted the above Terms And Conditions

For *Lepakshi Tarpaulin Industries*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	19.09.2020
Site & Phase :	Head Office	Time:	03:30 Pm
		Req. No.	16501
Material required before date:		ID No.	60037

No	Description	Size	Quantity	Units	Inward No	Date
01	Rain Coat for (CR)		04	No's		
02	Rain Coat for Ashaiya		01	No's		
03	Rain Coat for Mallareddy 70593		01	No's		

Remarks: For Office use –			
Prepared By	Jai Kumar	Approved by	APPROVED BY
Sign.& Date	19.09.2020	Sign.& Date	21 SEP 2020 SOHAM MODI MANAGING DIRECTOR

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