PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 16/11/2020 | Prepared by: | T.D. Murthy |
| PO/WO no. | 71755 | PO / WO Date. | 31/10/2020 |
| Supplier Name | Santosh Tarpaulin | PO/WO amount | Rs. 9,940/- |
| Firm/Company | Summit Sales LLP | Project | Summit Housing LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 115 | 06/11/2020 | Rs. 9,940/- |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | Rs. 9,940/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 115 | 06/11/2020 | 85101 | ☑ 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. 9,940/- |
| Amount E – PO / WO value: | | | | Rs. 9,940/- |
| 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 | **21/11/2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | APPROVED 16 NOV 2020 MINISH PARIKH PROCUREMENT | | | | |
| Date | 16/11/20 | 16/11/20 | | | | | |

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/-

# SANTHOSH TARPAULIN

# 1-6-126/2, Prashanth Nagar Colony, Beside Santosh Dhaba, Old Alwal, Secunderabad - 500 010,
Medchal Malkajgiri Dist, T.S. Tel : 9642662732

**GSTIN : 36ATWPA1307P1ZC** **TAX INVOICE**

| | | |
|---|---|---|
| Invoice No. : 06/11/20 115 | P.O. No. : 71755 168091 | Place of Supply : |
| Invoice Date : | P.O. Date : 31/10/20 | Transporter Name : |
| State : T.S | State Code : 36 | L.R. No. : Date : |

| Details of Receiver Billed to : | Details of Consignee \| Shipped to : |
|---|---|
| Name : Summit Sales LLP | Name : |
| Address : IInd floor MG Road SEB | Address : |
| GSTIN : 36ACQFS2044C1Z7 | GSTIN : |
| State : T.S State Code : 36 | State : State Code : |

| Sl. No. | Description of Goods | HSN ACS | UOM | Qty. | Rate | Total Taxable Value |
|---|---|---|---|---|---|---|
| 1) | HPPE Tarpaulin blue Sheet size 24x18 (10nos | 3926 | NOS SFT | 4320 | 1.30 | 5616=00 |
| 2) | HPPE Tarpaulin blue Sheet 10 NOS | 3926 | SFT | 2160 | 1.30 | 2808=00 |
| | | | TOTAL | | | |

Certified by:

Stores Manager

PROPERTIES PVT LTD. INWARD No. 7112 Date 11/11/20 Neha

| | |
|---|---|
| Total Amount Before Tax | : 8424 |
| Add : CGST @ 9 % | : 758.16 |
| Add : SGST @ 9 % | : 758.16 |
| Add : IGST @ % | : |
| Freight Packaging & Forwarding | : |
| Tax Amount : GST | : |
| Total Amount After Tax | : 9940.32 |

Total Invoice Amount in words : nine thousand nine hunderd fourty rupees and thirty two paise only

INWARD
Inward No: 15223 Dt: 9/11/20
MRN No: 8510 Dt: 10/11/20
Received By: Sgn:
SUMMIT SALES LLP

**BANK DETAILS**

| | |
|---|---|
| Bank Name | : AXIS BANK |
| Bank Account Number | : 919020039284737 |
| Branch | : Alwal |
| IFSC Code No. | : UTIB0001378 |

**TERMS & CONDITIONS :**

1. Goods once sold will not be taken back.
2. All disputes subject to Jurisdiction of Court in Hyderabad only.
3. If you not pay the payment within 15 days interest will be charged @ 18%

E & O.E.

Receiver's Signature

Certified that the particuilars given above are true and correct.

For SANTHOSH TARPAULIN

Authorised Signatory

# Purchase Order

 05-11-2020 3:52:40 PM

71755

30.10.20 4:42:54

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Santosh Tarpaulin | **Doc No** | 71755 | 168091 |
| 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 | **Doc Date** | 31-10-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ATWPA1307P1ZC | **Quote Date** | 31-10-2020 | |
| 9642662732 | **SupplyType** | Supply | |

**Kind Attn : Santosh Kumar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 6011 - Miscellaneous - Blue Sheet - 24 Ft x18 Ft - sft<br>*10 nos* | 4,320.00 | 1.30 | 0.00 | 18.00 | 6,626.88 |
| 2 | 6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft<br>*10 nos* | 2,160.00 | 1.30 | 0.00 | 18.00 | 3,313.44 |
| | | | | | **Total Order Value . . .** | **9,940.32** |

Rupees : Nine Thousand Nine Hundred Fourty and Paise Thirty Two 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** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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** | We reserve the right to reject items not conforming to quality and specifications. Above order for Stock Purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

Name : 06/11/2020

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 28.10.2020 |
| Site & Phase : | SHLLP | Time: | 16.30 |
| Supplier | | Req. No. | 168091 |
| Material required before date: | | ID No. | 61097 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | ARMOUR BOARD 71759 | | 20 | NOS | | |
| 2 | BLUE SHEET 71755 | 12X18 | 10 | NOS | | |
| 3 | BLUE SHEET | 24X18 | 10 | NOS | | |
| 4 | SPADE WITH HANDLE | | 20 | NOS | | |
| 5 | HACKSAW BLADE 71756 | DOUBLE | 300 | NOS | | |
| 6 | CUBE TESTING MOULDS 71758 | | 24 | NOS | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| | | | | | | |

Remarks:FOR STOCK MAINTENANCE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY |
| Sign.& Date | 28.10.2020 | Sign. & Date | 30 OCT 2020 SOHAM MODI MANAGING DIRECTOR |

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