PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/11/2020	Prepared by:	MINISH.
PO/WO no.	71551	PO / WO Date.	22/10/2020
Supplier Name	Deepakshi Tarpaulin Industries.	PO/WO amount	2,940/-
Firm/Company	SS LLP	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1948.	18/11/2020	2,940/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,940/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85593	□ 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:	2940
Amount E – PO / WO value:	2940
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 materia! □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. /- □ No
Payment – due date	27/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 24 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	24/11/20	24/11					

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/-

Purchase Order

 27-10-2020 14:30:18

71551
20.10.20 3:54:09

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. **GSTIN** 36ADOPN7656C1Z7 2770 6071 66486071 9642662732	**Doc No**	71551	16607
	Doc Date	22-10-2020	
	Quote No	Nil	
	Quote Date	22-10-2020	
	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	7.00	400.00	0.00	5.00	2,940.00
					Total Order Value . . .	**2,940.00**

Rupees : Two Thousand Nine Hundred Fourty 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 Drivers and Shivashanker office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Contact

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : _____

Date : __/__/____

TAX INVOICE

Invoice No.: 1948

LEPAKSHI TARPAULIN INDUSTRIES

Date : 18/11/20

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 : Po: 71551
Address : 5-4-187/3&4 II floor. Secbad.-3	Address : Head office
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ACQFS2044C1Z7.	GSTIN/UIN :
P.O. No. & Dt.	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 Coat	7	400/-		2800.	2.5%	70	2.5%	70.		

INWARD
Inward No: 486 Dt: 18/11/20
MRN No: 85383 Dt:
Received By: Sign:
TOTAL PROPERTIES

LODHA PROPERTIES PVT. LTD. INWARD No. 7144 Date 23/11/20 SEC'BAD

(Rupees : in words 2940/- only)

E-way Bill No. TOTAL INVOICE RS. 2940

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

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	20.10.2020
Site & Phase :	Head Office	Time:	03:30 Pm
		Req. No.	16607
Material required before date:		ID No.	60931

No	Description	Size	Quantity	Units	Inward No	Date
01	Rain Coat (Drivers)	XXL	06	No's		
02	Rain Coat for Shiva Shankar	XXL	01	No's		

APPROVED
23 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	
Sign.& Date	20.10.2020	Sign.& Date	

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