PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	71907	PO / WO Date.	06/11/2020
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	Rs. 2,100/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1949	18/11/2020	Rs. 2,100/-
2.	-	-	-
3.	-	-	-
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,100/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1949	18/11/2020	85448	☑ 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. 2,100/-
Amount E – PO / WO value:				Rs. 2,100/-
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	**05/12/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 01 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	1/12/20						

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/-

Invoice No. : 1949

Date : 18/11/2020

State Code : 36

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

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : SUMMIT SALES LLP	Name :
Address : MG. ROAD SEC-BAD-3	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ACQFS2044C1Z7	GSTIN/UIN :
P.O. No. & Dt. 71907 dt 06/11/2020	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	05 pc	@ 400/-	2000	2000	2.5%	50	2.5%	50		
			TOTAL			2000	(+)	50	(+)	50	=	2100

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 71572 Date 23/11/20 Sign.

(Rupees : in words Rs:- 2100 only/- only

E-way Bill No.

TOTAL INVOICE RS. 2100

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 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 dispatched from our premises.

INWARD
Inward No: 15280 Dt: 20/11/20
MRN No: 85448 Dt: 20/11/20
Received By: Sign:
SUMMIT SALES LLP

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

Certified
Stores Manager

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory

Purchase Order

 06-11-2020 4:42:32 PM

71907
30.10.20 4:46:11

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**	71907	168110
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	06-11-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	06-11-2020	
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	5.00	400.00	0.00	5.00	2,100.00
					Total Order Value . . .	**2,100.00**

Rupees : Two Thousand One Hundred 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 Cherlapally,Behind Kingston PG college, Hyderabad 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 Drivers and Shivashanker office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

07/11/2020

Name : ____________

Accepted the above Terms And Conditions

For *Lepakshi Tarpaulin Industries*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	5.11.2020
Site & Phase :	SHLLP	Time:	12.00
Supplier		Req. No.	168110
Material required before date:		ID No.	61319

No	Description	Size	Quantity	Units	Inward No	Date
1	RAIN COATS		5	NOS		
2	71907					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: FOR SSLLP OFFICE USE			
Prepared By	SOWMYA	Approved by	
Sign.& Date	5.11.2020	Sign. & Date	

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

APPROVED
06 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE