PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/03/2021	Prepared by:	Manish
PO/WO no.	74960	PO / WO Date.	19/02/2021
Supplier Name	Santhosh Tarpaulin.	PO/WO amount	7,137/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	141	03/03/2021	7,137/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,137/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89800	☑ 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:	7,137/-
Amount E – PO / WO value:	7,137/-
Amount F – Difference (A – E): GST-18%	-NIL-

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	19/03/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 11 MAR 2021 MANISH PARIKH				
Date		11/3					

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

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
To SUMMIT SALES LLP 5-4-187/3&4IInd floor MG ROAD SECUNDERABAD 500003 **GSTIN No. 36ACQFS2044C1Z7**	Invoice No: **141** Invoice Date: 03/03/2021 P.O.No.74960/168414 P.O.Date:19.02.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN BLUE SHEET 24 X 18 ft 10nos	3926	4320 sft	@ 1.40	6,048.00

MODI PROPERTIES ... LTD. SEC'BAD No. 75197 Date 9/3 Sign

Rupees in words Seven thousand one hundred thirty six and sixty four paice only	**Total ::**	**6,048.00**
	CGST @ 9% ::	**544.32**
	SGST @ 9% ::	**544.32**
	IGST 18% ::	
	Total GST ::	**-**
	Grand Total ::	**7,136.64**
Receiver Signature & Seal	**For SANTHOSH TARPAULIN** **Authorized Signatory**	

INWARD
Inward No: 15979 Dt: 5/3/21
GRN No: 89800 Dt: 6/3/21
Received By: Sign:
SUMMIT SALES LLP

Purchase Order

74960
16.02.21 11:20:53

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
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010

GSTIN 36ATWPA1307P1ZC

9642662732

Doc No	74960	168414
Doc Date	19-02-2021	
Quote No	Nil	
Quote Date	19-02-2021	
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 *10 nos*	4,320.00	1.40	0.00	18.00	7,136.64
					Total Order Value . . .	**7,136.64**

Rupees : Seven Thousand One Hundred Thirty Six and Paise Sixty Four Only.

Terms and Conditions :-

Specification /	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
Penality For Delay	Nil
Transportation	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 maintain Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	17.2.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168414
Material required before date:		ID No.	64103

No	Description	Size	Quantity	Units	Inward No	Date
1	Teflon tape 74959		500	nos		
2	Blue sheet 74960	24 X 18	10	nos		
3	Acid	1 lit	120	nos		
4	Odonil		48	nos		
5	Yellow cloth		120	nos		
6	Dettol liquid		10	nos		
7	Vimbar		24	nos		
8	Surf		30	nos		
9	Air pocket		30	nos		
10	Lizol		48	nos		
11	Harpic		24	nos		
12	Colin		48	nos		
13	Phynle		40	nos		
14	Bombay brooms - Big		50	nos		
15	Sponges		500	nos		
16	Mopping sticks		30	nos		
17	Cob web stick		10	nos		
18	Wiper		10	nos		
19	Coconut brooms 74961		100	nos		
20	Water bottle		60	nos		
21	Scrubber		24	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	17.2.2021	Sign. & Date	

APPROVED BY
17 FEB 2021
MANAGING DIRECTOR

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