

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14-04-2021		Prepared by: MOUNIKA	
PO/WO no. 75828		PO / WO Date. 23-03-21	
Supplier Name SSTEP Santhosh Jarpaulin		PO/WO amount 12,744/-	
Firm/Company SSTEP		Project Summit Housing	
Sl. No.	Bill No.	Bill Date	Bill amount
1	002	05/4/21	12,744/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,744/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.			90919 ☐ 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:			12,744
Amount E – PO / WO value:			12,744
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 / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. / ☒ No	
Payment – due date		19-04-21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	14/4/21	14/4	

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&4 IIInd floor MG ROAD
SECUNDERABAD 500003

GSTIN No. 36ACQFS2044C1Z7Invoice No: **002**

Invoice Date: 05/04/2021

P.O.No.75828/168502

P.O.Date: 23.03.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN BLUE SHEET 18 X 12 ft 10nos ✓	3926	2160 sft	@ 5.00	10,800.00

Rupees in word Twelve thousand seven hundred fourty four only

Total :: 10,800.00**CGST @ 9% :: 972.00****SGST @ 9% :: 972.00****IGST 18% ::****Total GST :: -****Grand Total :: 12,744.00****For SANTHOSH TARPAULIN**

Receiver Signature & Seal

**Authorized Signatory**

INWARD	
Inward No: 16151	Dt: 5/4/21
MRN No: 90919	Dt: 5/4/21
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Certified by:
[Signature]
Stores Manager

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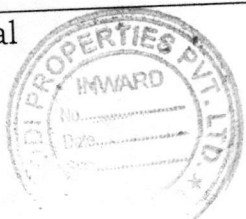
To SUMMIT SALES LLP
5-4-187/3&4Ind floor MG ROAD
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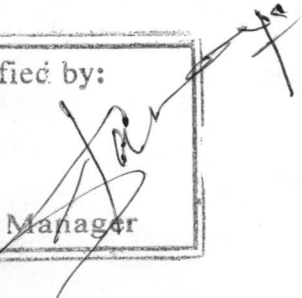
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					IGST 18% ::
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					Grand Total :: 12,744.00
Receiver Signature & Seal					For SANTHOSH TARPAULIN
					 Authorized Signatory

INWARD	
Inward No: 16151	Dt: 5/4/21
MRN No: 90919	Dt: 5/4/21
Received By:	Sign: 
SUMMIT SALES LLP	

Certified by:

Stores Manager

Purchase Order



75828

24.03.21 11:09:56

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23-03-2021 2:20:03 PM

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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	75828	168502
Doc Date	23-03-2021	
Quote No	Nil	
Quote Date	23-03-2021	
SupplyType	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft 10 nos	2,160.00	5.00	0.00	18.00	12,744.00
Total Order Value . . .					12,744.00

Rupees : Twelve Thousand Seven Hundred Fourty 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
Penalty 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 Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Santosh Tarpaulin**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit sales llp		Date:		17.03.2021	
Site & Phase :		Summit housing llp		Time:		12.00	
Supplier				Req. No.		168502	
Material required before date:				ID No.		64847	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Blue sheets 25828	12 x 18	10	nos			
2	Acid	1 liter	60	nos			
3	Room freshner		24	nos			
4	Santoor handwash		48	nos			
5	Vim bar		24	nos			
6	Lizol		72	nos			
7	Colin		20	nos			
8	Harpic		24	nos			
9	Phynle		20	nos			
10	Yellow cloth		120	nos			
11	Mopping stick		30	nos			
12	Plastic bucket		10	nos			
13	Hacksaw blade - double 25829		200	nos			
Remarks: Stock maintenance and site use							
Prepared By		NEHA					
Sign. & Date		17.03.2021		Sign. & Date			

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

