PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/1/22	Prepared by	Sneha.	Serial no.	1539
Supplier name	Santhosh tarpaulin			HO inward no.	
Firm/Company	Summit Sales llp	Project	SHLLP	HO received date	
PO/WO date	18/1/22	PO/WO No.	84668	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	116	20/1/22	14,273.28/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14,273.28/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102565 — Proof of delivery matches MRN	☑ 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:	14,273.28/-
Amount E – PO / WO value:	14,273.28/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	7/2/22
Remarks:	final bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Brahmam			
Sign:	Sneha	[signature] APPROVED			
Date	24/1/22	25 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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&3IInd floor MG ROAD SECUNDERABAD 500003 **GSTIN No. 36ACQFS2044C1Z7**	Invoice No: **116** Invoice Date: 20/01/2022 P.O.No.84668/169372 P.O.Date: 13.01.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN SIZE 18 X 24 20 NOS	3926	8640 SFT	@ 1.40	12,096.00

Rupees in words FOURTEEN THOUSAND TWO HUNDRED SEVENTY THREE AND TWENTY EIGHT PAISE ONLY	**Total ::**	**12,096.00**
	CGST @ 9 %	**1,088.64**
	SGST @ 9%	**1,088.64**
	IGST 18% ::	
	Grand Total ::	**14,273.28**

Receiver Signature & Seal	**For SANTHOSH TARPAULIN** **Authorized Signatory**

INWARD
Inward No: 17559 Dt: 20/01/22
MRN No: 102565 Dt: 21/1/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89974
Date: 22/01
Sign:

 20-01-2022 10:45:38 AM

Purchase Order

84668
08.01.22 11:50:03

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	84668	169372
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	Doc Date	18-01-2022	
	Quote No	NIL	
GSTIN 36ATWPA1307P1ZC	Quote Date	13-01-2022	
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	8,640.00	1.40	0.00	18.00	14,273.28
					Total Order Value . . .	**14,273.28**

Rupees : Fourteen Thousand Two Hundred Seventy Three and Paise Twenty Eight 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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivary is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivary/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 21/01/2022

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/___

Requisition Form

Company Name:	SSLLP	Date:	13.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169372
Material required before date: 10.01.2022		ID No.	73003

No	Description	Size	Quantity	Units	Inward No	Date
1	PVC drums		15	Nos	84665	
2	Mastic pad-armour board	8'x4'	25	Nos	84666	
3	GI buckets		48	Nos		
4	Blue sheet	24x18	8640	Sft	84668	
5	Spade with handle		20	Nos	84667	
6	Hacksaw blade double		200	Box	84669	
7	Water bottles	1ltr	60	Nos	84670	

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	13..01..2022	Sign. & Date	

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

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR