PURCHASE DIVISION

Advice for approval for credit to supplier

Date.	28/1/22	Prepared by	Handa	Serial no.	-U-199[illegible]
Supplier name	Santosh Tarpaulin			HO inward no.	—
Firm/Company	SSLLP	Project	SHLLP	HO received date	—
PO/WO date	11/1/22	PO/WO No.	84439	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	120	25/1/22	7,137/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):				7,137/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	10286	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:	7,137/-
Amount E – PO / WO value:	7,137/-
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	4/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Handa	APPROVED			
Sign:	[signature]	28 JAN 2022			
Date	28/1/22	MINISH PARIKH MANAGER PROCUREMENT			
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&3 IInd floor MG ROAD
SECUNDERABAD 500003
GSTIN No. 36ACQFS2044C1Z7

Invoice No: **120**
Invoice Date: 25/01/2022
P.O.No.84439/169332
P.O.Date: 11.01.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	HDPE TARPAULIN SIZE 18 X 24 10 NOS	3926	4320 SFT	@ 1.40	6,048.00

Rupees in words SEVEN THOUSAND ONE HUNDRED THIRTY SIX AND SIXTY FOUR PAISE ONLY

Total ::	**6,048.00**
CGST @ 9 %	**544.32**
SGST @ 9 %	**544.32**
IGST 18% !!	
Grand Total ::	**7,136.64**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No: 17597 Dt: 25/01/22
MRN No: 102861 Dt: 28/1/22
Received By: Sign: SY
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No: 90200
Date: 28/01
Sign:
R.R. DIST.

Purchase Order

    21-01-2022 11:40:54

84439
08.01.22 11:42:54

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**	84439	169332
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	11-01-2022	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	11-01-2022	
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 *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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery 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 delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169332
Material required before date:		ID No.	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Armond Board		25	Nos	17543	16/01/22
2	Teflan tape		500	Nos	17534	14/01/22
3	Gova Rope		60	Nos	17524	13/01/22
4	Blue sheet	24x18	10	Nos		
5	Spade with handle		20	Nos	17524	17/01/22

Remarks: For Stock Replenishing Purpose

pared By	Vanajakshi		
Sign.& Date	31-12-2021	Sign. & Date	APPROVED 31 DEC 2021 P. PRA... Sr. MANAGER PURCHASE

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