PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/1/22	Prepared by	Harsha	Serial no.	1661
Supplier name	Santosh Tarpaulin			HO inward no.	–
Firm/Company	SSLLP	Project	Shulp	HO received date	–
PO/WO date	24/1/22	PO/WO No.	84828	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	121	25/1/22	5,015/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,015/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102860	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:	5,015/-
Amount E – PO / WO value:	5,015/-
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:	Harsha				
Sign:		28 JAN 2022			
Date	28/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED MINISH PARIKH MANAGER PROCUREMENT

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: **121** Invoice Date: 25/01/2021 P.O.No.84828/169389 P.O.Date: 24.01.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	COVER BLOCS ALL IN ONE RCC 200 nos X 25 bags	6810	5000 NOS	@ 0.85	**4,250.00**

Rupees in words FIVE THOUSAND FIFTEEN ONLY	**Total ::**	**4,250.00**
	CGST @ 9 %	**382.50**
	SGST @ 9 %	**382.50**
	IGST 18% ::	
	Grand Total ::	**5,015.00**

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

INWARD
Inward No: 17596 Dt: 25/01/21
MRN No: 102 860 Dt: 28/1/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 90204
Date: 28/01
Sign:
R.R. DIST.

Purchase Order

 25-01-2022 10:30:34 AM

84828
08.01.22 12:01:48

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**	84828	169389
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	24-01-2022	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	21-01-2022	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6094 - Miscellaneous - Spacers - Other - nos *All in one RCC*	5,000.00	0.85	0.00	18.00	5,015.00
					Total Order Value . . .	**5,015.00**

Rupees : Five Thousand Fifteen 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 maintaince 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:	SSLLP		Date:			21.01.2022		
Site & Phase :	SSHLP		Time:			10:00		
Supplier			Req.No.			169389		
Material required before date:		10.01.2022	ID No.			73205		
No	Description		Size	Quantity	Units		Inward No	Date
1	Spacers all in one			5000	Nos			
Remarks: For Stock Replenishing Purpose								
Prepared By	N.Vanajakshi		Approved by			APPROVED BY		
Sign.& Date	21.01..2022		Sign. & Date			22 JAN 2022 SOHAM MODI MANAGING DIRECTOR		

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

84828