PURCHASE DIVISION
Advice for approval for credit to supplier

(R)

Date:	1/2/22	Prepared by	Sneha	Serial no.	211
~~Supplier name~~	Santhosh tarpaulin			HO inward no.	
Firm/Company	SSllp	Project	SHllp	HO received date	
PO/WO date	25/1/22	PO/WO No:	84855	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	122	31/1/22	10,030/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,030/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103030	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:	10,030/-
Amount E – PO / WO value:	10,030/-
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	MD	Accountant	Accounts Manager
Name:	Sneha				
Sign:	Sneha				
Date	1/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
01 FEB 2022
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

TS 10 UC 1143

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: **122**
Invoice Date: 31/01/2021
P.O.No.84855/169402
P.O.Date: 25.01.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	COVER BLOCS ALL IN ONE RCC 200 nos X 50 bags	6810	10000 NOS	@ 0.85	**8,500.00**

Rupees in words TEN THOUSAND THIRTY ONLY

Total ::	**8,500.00**
CGST @ 9 %	**765.00**
SGST @ 9 %	**765.00**
IGST 18% ::	
Grand Total ::	**10,030.00**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No: 17623 Dt: 31/01/22
MRN No: 103030 Dt: 31/01/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 90294
Date: 01/2
Sign:
R.R. DIST.

Purchase Order

 27-01-2022 5:18:20 PM

84855
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**	84855	169402
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	25-01-2022	
	Quote No	NIL	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	25-01-2022	
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	10,000.00	0.85	0.00	18.00	10,030.00
					Total Order Value . . .	**10,030.00**

Rupees : Ten Thousand Thirty 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 : 28/01/2022

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	25.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169402
Material required before date:	10.01.2022	ID No.	73237

No	Description	Size	Quantity	Units	Inward No	Date
1	Spacers all in one	N/A	10000	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	25.01..2022	Sign. & Date	

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

APPROVED
25 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

84855