PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Heda	Serial no.	22[illegible]
Supplier name	Santosh Tarpaulin			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	14/2/22	PO/WO No.	85535	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	129	17/2/22	7,137/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7137/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103854	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	26/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda				
Sign:		19 FEB 2022			
Date	19/2/22				
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: **129** Invoice Date: 17/02/2022 P.O.No.85535/169468 P.O.Date: 14.02.2022

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: 17723 Dt: 17/2/22
MRN No: 103854 Dt: 17/2/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 91323
Date: 19/2
Sign:
R.R. DIST.

Purchase Order

 14-02-2022 14:48:01

85535
14.02.22 2:32:32

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**	85535	169468
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	14-02-2022	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	14-02-2022	
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 *10nos*	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 delivary/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169468
Material required before date:	10.01.2022	ID No.	73785

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid		60	Nos		
2	Phinyl		20	Nos		
3	Harpic		40	Nos		
4	Lizol		48	Nos		
5	Dettol Handwash		48	Nos		
6	Vimbar 85472		24	Nos		
7	Surf		30	Nos		
8	Odonil		36	Nos		
9	Room freshner		24	Nos		
10	Dust bin		12	Nos		
11	Dust pan		12	Nos		
12	Broom with stick		20	Nos		
13	Mopping stick		40	Nos		
14	Bombay brooms	big	100	Nos		
15	GI buckets 85474		36	Nos		
16	Plastic bucket		20	Nos		
17	Blue sheet 85535	18X24	10	Nos		
18	Hacksaw blade double		400	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	11.02..2022	Sign. & Date	

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

APPROVED BY
12 FEB 2022
SOHAM MODI
MANAGING DIRECTOR