PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 03/03/22 | Prepared by | Hemanda | Serial no. | .- U- 2631 |
| Supplier name | Santosh Tarpaulin. | | | HO inward no. | |
| Firm/Company | SSLLP | Project | Sh LNP | HO received date | |
| PO/WO date | 26/02/22 | PO/WO No. | 85955 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 135 | 21/03/22 | 13,598 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 13598 |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 104411 | 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: | 13598 |
| Amount E – PO / WO value: | 13598 |
| 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 | 7/3/22 |
| Remarks: | Final bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | He | | | | |
| Sign: | [signature] | 04 MAR 2022 | | | |
| Date | 3/3 | | | | |
| 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** TI 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: **135**
Invoice Date: 01/03/2022
P.O.No.85955/169516
P.O.Date: 26.02.2022

| Sl. No. | Descriptions | Code SAC HSN | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | COVER BLOCS<br>ALL IN ONE RCC<br>200 nos X 50 bags | 6810 | 10000<br>NOS | @ 0.85 | **8,500.00** |
| 2 | HDPE TARPAULIN<br>SIZE 18ft X 12ft 10 NOS | 3926 | 2160<br>Q FT | @ 1.40 | **3,024.00** |

**Rupees in words THIRTEEN THOUSAND FIVE HUNDRED NINTY EIGHT and THIRTY TWO PAISE ONLY**

| | |
|---|---|
| **Total ::** | **11,524 .00** |
| **CGST @ 9 %** | **1,037.16** |
| **SGST @ 9 %** | **1,037.16** |
| **IGST 18% ::** | |
| | |
| **Grand Total ::** | **13,598.32** |

Receiver Signature & Seal

**For SANTHOSH TARPAULIN**

SANTHOSH TARPAULIN

**Authorized Signatory**

INWARD
Inward No: 17796 Dt: 3/3/22
MRN No: 104411 Dt: 3/3/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 91808
Date: 3/3/22
Sign:
R.R. DIST.

# Purchase Order

 26-02-2022 15:43:56

85955
14.02.22 3:00:03

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<br>2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010<br>**GSTIN** 36ATWPA1307P1ZC<br>9642662732 | **Doc No** | 85955 | 169516 |
| | **Doc Date** | 26-02-2022 | |
| | **Quote No** | nil | |
| | **Quote Date** | 24-02-2022 | |
| | **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<br>*all in one* | 10,000.00 | 0.85 | 0.00 | 18.00 | 10,030.00 |
| 2 | 6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft | 2,160.00 | 1.40 | 0.00 | 18.00 | 3,568.32 |
| | | | | | **Total Order Value . . .** | **13,598.32** |

Rupees : Thirteen Thousand Five Hundred Ninty Eight and Paise Thirty Two 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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: | 24.02.2022 |
| Site & Phase : | SSHLP | Time: | 1:00 |
| Supplier | | Req.No. | 169516 |
| Material required before date: | | ID No. | 74222 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Spacers all in one 8595 | 8585+GST | 10,000 | Nos | | |
| 2 | Plastic Blue sheet | 1.40+GST 12x18 | 10 peices 2160 | Sft | | |

Remarks: For Stock Repleneshing purpose

| | | | |
|---|---|---|---|
| Prepared By | N.Vanajakshi | Approved by | APPROVED BY |
| Sign.& Date | 24.02..2022 | Sign. & Date | 25 FEB 2022 |

SOHAM MODI
MANAGING DIRECTOR

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