PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/6/20	Prepared by:	T. Bhaskar
PO/WO no.	67633	PO / WO Date.	4/6/20
Supplier Name	Akshaya trading	**PO/WO amount**	9075
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	691	9/6/20	9075
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9075

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79749	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	9075
Amount E – PO / WO value:	9075
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	~~☐ Yes ☐ No~~ (explained below)
Excess / short material received	☐ ~~Approved – within acceptable limits~~ ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	19/6/20

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	15/6/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

AKSHAYA TRADERS

Cell : 9959611144
9381004542

Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES,
BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.
H.No.6-4-392/1, New Bholakpur, Secunderabad-500 003.T.S.

Invoice No. 691 GSTIN : 36BFYPA0121A1Z3 Date 9/06/2020

Name Summet sales LLP GSTIN 36ACQFH2044C1Z7

Address P.O No. 67633

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Gova Ropues	38530	20	150	3000		360		3360
2	G.I. Bucket	1724	24	110	2640			475.2	3115.2
3	Coconutes Broom	9603	200	13	2600	—	—	—	2600.
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 6630
Date: 13/6/20
Sign.

Certified by:
Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD

Inward No: 4353	Dt: 9/6/20
MRN No: 79749	Dt: 10/6/20.
Received By:	Sign:

SUMMIT SALES LLP

Total Amount		8240-
Add CGST 9%	417.6	
Add SGST 9%	417.6	
Total GST	835.2	
Total Amount		9075.20

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 05-06-2020 11:46:01 AM

67633
03.06.20 12:48:11

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Akshaya Traders	**Doc No**	67633	14572
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	04-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-06-2020	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
3	4009 - Consumables - Coconut Broom - other - nos	200.00	13.00	0.00	0.00	2,600.00
					Total Order Value . . .	**9,075.20**

Rupees : Nine Thousand Seventy Five and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	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 ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.05.20
Site & Phase :	SHLLP	Time:	15.22
Supplier		Req. No.	14572
Material required before date:		ID No.	57256

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPE 67633		20	NOS		
2	HDPE ROPE 67634		20	NOS		
3	GI BUCKET		24	NOS		
4	BLUE SHEET 67632	24X18	10	NOS		
5	COCUNUT BROOMS		200	NOS		
6	PVC BUCKET WITH MUG		10 ✓	NOS		
7	CUBE TESTING MOULDS		12	NOS		
8	DUST BINS		10 ✓	NOS		
9	DUST PANS 67641		10 ✓	NOS		
10	LIZOL	1LTR	48 ✓	NOS		
11	HARPIC		24 ✓	NOS		
12	MOPPING STICK		20 ✓	NOS		
13	SURF		30	NOS		
14	VIM BAR		20	NOS	✓	

Remarks:For stock maintainance

Prepared By	MOUNIKA	Approved by	APPROVED BY 23 JUN 2020 MANAGING DIRECTOR
Sign.& Date	28.05.20	Sign. & Date	

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