PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/6/20	Prepared by:	V. Ravali
PO/WO no.	67403	PO / WO Date.	22/5/20
Supplier Name	Akshya traders	PO/WO amount	9,990/-
Firm/Company	Summit sales LLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	687	05/6/20	9,990/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,990/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	79648	☑ 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:	9,990/-
Amount E – PO / WO value:	9,990/-
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:	V. Ravali	[signature]	[signature] APPROVED 16 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/6/20	16/6					

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

Cell : 9959611144
9381004542

AKSHAYA TRADERS

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 687

Date 5/06/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O No. 67403

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Broom-Big	9603	50 ✓	50	2500	—	—	—	2500
2	Sponges-NA-nos	3921	500 ✓	7	3500			630	4130
3	Govaropes-NA-bund	8430	20 ✓	150	3000	~~150~~	360		3360
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

INWARD
Date: 17/6/20
SEC'BAD

Total Amount		9000
Add CGST 9%	495	
~~Add~~ SGST 9%	495	
Total GST	990	
Total Amount		9970

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14338 Dt: 6/6/20
MRN No: 79648 Dt: 6/6/20.
Received By: Sign:
SUMMIT SALES LLP

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 15-06-2020 17:52:44

67403
23.05.20 2:01:09

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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	67403	14551
	Doc Date	22-05-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	22-05-2020	
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	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
2	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
3	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
				Total Order Value . . .		**9,990.00**

Rupees : Nine Thousand Nine Hundred Ninty 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

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	20.05.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	14551
Material required before date:		ID No.	57026

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPE 67403		20	NOS		
2	SPONGES 67404		500	NOS		
3	CUBE TESTING MOULDS		12	NOS		
4	BOMBAY BROOMS	BIG	50	NOS		
5	YELLOW CLOTH		120	NOS		
6	DETTOL HAND WASH		48	NOS		
7	VIM BAR		24	NOS		
8	HARPIC		24	NOS		
9	COLIN		48	NOS		
10	TOILET CLEANING BRUSH		20	NOS		
11	AEIR PACKET		24	NOS		
12	DUST BIN		10	NOS		
13	DUST PAN		10	NOS		
14	PHENOYL		24	NOS		
15	BLEECHING POWDER	25 KG	4	BAGS		
16	LIZOL		48	NOS		

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	20.5.2020	Sign. & Date	

APPROVED BY
22 MAY 2020
SOHAM MODI
MANAGING DIRECTOR

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