PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 23/06/20		Prepared by:	Sk. Goushe Begum
PO/WO no.	67893	PO / WO Date.	11/06/20
Supplier Name	Akshaya Traders	PO/WO amount	10,854/-
Firm/Company	Summit sales up	Project	Summit Housing up
Sl. No.	Bill No.	Bill Date	Bill amount
1.	695	13/06/20	10,854/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,854/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79946	☑ 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:	10,854/-
Amount E – PO / WO value:	10,854/-
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	28/06/20
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Gowsh						
Date	23/06/20						

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.
GSTIN : 36BFYPA0121A1Z3

Invoice No. **695**

Date 13/6/2020

Name Summit Sales LLP GSTIN 36ACBPS2044C1Z7

Address P.O No. 67893

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Big Brooms	9603	50	50	2500	—	—	–	2500.
2	Sponges	3921	500	7	3500			630	4130
3	Small Brooms	9603	300	7	2100	—	—	—	2100
4	Spade With handle	1620	20	90	1800			324	2124.
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

INWARD No. 66440 Date 17/6/20

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14383 Dt: 13/6/20
MRN No: 79946 Dt: 15/6/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		9900.
Add CGST 9%	477	
Add SGST 9%	477	
Total GST	954	
Total Amount		10854.

ADDI PROPERTIES PVT. LTD. INWARD No. 2614 Date 20/6/20 Sign SEC'BAD

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 11-06-2020 2:02:36 PM

67893
03.06.20 12:48:14

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**	67893	14610
	Doc Date	11-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	11-06-2020	
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	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	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	7.00	0.00	0.00	2,100.00
4	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
					Total Order Value . . .	**10,854.00**

Rupees : Ten Thousand Eight Hundred Fifty Four 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:	10.06.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14610
Material required before date:		ID No.	57556

No	Description	Size	Quantity	Units	Inward No	Date
1	SPACERS -ALL IN ONE 67891		5000	NOS		
2	BLUE SHEET 67892	24X18	20	NOS		
3	SPADE WITH HANDLE		20	NOS		
4	BOMBAY BROOMS 67893	BIG	50	NOS		
5	SPONGES		500	NOS		
6	BOMBAY BROOMS	SMALL	300	NOS		
7	PVC BUCKET WITH MUG 67894		10	NOS		
8	BLEECHING POWDER	25KG	8	BAGS		

Remarks:For stock maintainance			
Prepared By	SOWMYA	Approved by	
Sign.& Date	10.06.2020	Sign. & Date	

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

APPROVED BY
11 JUN 2020
SOHAM MODI
MANAGING DIRECTOR