PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/06/2020	Prepared by:	SK.Goushee Begum
PO/WO no.	68089	PO / WO Date.	18/06/20
Supplier Name	Akshaya Traders	PO/WO amount	4,673/-
Firm/Company	SSCP	Project	SHCP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	702	23/06/20	4,673/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,673/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80387	☑ ~~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:	4,673/-
Amount E – PO / WO value:	4,673/-
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	**04/07/20**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/06/20						

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.

Invoice No. 702 GSTIN : 36BFYPA0121A1Z3 Date 23/6/2020

Name Summit Sales llp GSTIN 36ACQFS2044C1Z7

Address .... P.O No. 68089

.... State .... State Code ....

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	G.I. Bucket	3630	36	110	3960			712.8	4672.8
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 66872
Date 23/6/20
Sign

Mode of Payment : Cash/Cheque/Cheque No

INWARD
Inward No: 14428 Dt: 23/6/20
MRN No: 80387 Dt: 24/6/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Total Amount		3960.00
Add CGST 9%	356.4	
Add SGST 9%	356.4	
Total GST	712.8	
Total Amount		4672.80

Rupees In Words ....

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 18-06-2020 2:57:43 PM

68089
16.06.20 2:49:39

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**	68089	14630
	Doc Date	18-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	18-06-2020	
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	6023 - Miscellaneous - GI- Bucket - other - nos	36.00	110.00	0.00	18.00	4,672.80
					Total Order Value . . .	**4,672.80**

Rupees : Four Thousand Six Hundred Seventy Two and Paise Eighty 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:	17.06.2020
Site & Phase :	SHLLP	Time:	15.30
Supplier		Req. No.	14630
Material required before date:		ID No.	57730

No	Description	Size	Quantity	Units	Inward No	Date
1	SPACERS ALL IN ONE 68081		5000	NOS		
2	GI BUCKETS 68089		36	NOS		
3	PLASTIC BLUE SHEETS 68082	12X18	20	NOS		
4	BLUE SHEETS	24X18	10	NOS		
5						
6						
7						
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	17.06.2020	Sign. & Date	

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

APPROVED BY
17 JUN 2020
SOHAM MODI
MANAGING DIRECTOR