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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/6/20	Prepared by:	T. Bhaskar
PO/WO no.	68112	PO / WO Date.	19/6/20
Supplier Name	Akshaya trading	PO/WO amount	6730
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	704	23/6/20	6730
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6730

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80386	☑ 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:	6730
Amount E – PO / WO value:	6730
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	3/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/6/20						

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

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.

Invoice No. 704 GSTIN : 36BFYPA0121A1Z3 Date 23/6/20.20

Name Summit Sales llp GSTIN 36ACQFS2044C1Z7

Address P.O No. 68112

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Coconut Brooms	9603	200	13	2600	—	—	—	2600.
2	Sponges	3921	500	7	3500			630	4130.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

ADI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 6686 Date 25/06/20 Sign.

INWARD
Inward No: 14637 Dt: 23/6/20
MRN No: 80386 Dt: 24/6/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash/Cheque/Cheque No

Certified by:
Stores Manager

Total Amount		6100.-
Add CGST 9%	~~330~~	315
Add SGST 9%	~~330~~	315
Total GST	630	
Total Amount		6730.-

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 19-06-2020 1:40:08 PM

68112
20.06.20 3:01:17

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**	68112	14631
	Doc Date	19-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	19-06-2020	
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	4009 - Consumables - Coconut Broom - other - nos	200.00	13.00	0.00	0.00	2,600.00
2	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
					Total Order Value . . .	**6,730.00**

Rupees : Six Thousand Seven Hundred Thirty 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.	14631
Material required before date:		ID No.	57731

No	Description	Size	Quantity	Units	Inward No	Date
1	ODONIL PO 68094		48	NOS		
2	ROOM FRESHNER		24	NOS		
3	COCONUT BROOMS		200	NOS		
4	KEY CHAIN RINGS		300	NOS		
5	SPONGES 68112		500	NOS		
6	MOPPING CLOTH 68113		120	NOS		
7	LIZOL		48	NOS		
8	MOPPING STICK		24	NOS		
9	WATER BOTTLES		24	NOS		
10	ACID		60	NOS		
11	SANTOOR HAND WASH		50	NOS		
12	DETTOL ANTISEPTIC LIQUID		20	NOS		
12	VIM BAR		30	NOS		
13	CLEANING CLOTH		120	NOS		
14	AIER PACKET		30	NOS		
15	BOMBAY BROOMS	BIG	50	NOS		
16	PLASTIC BUCKET WITH MUG		10	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	APPROVED BY 17 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	17.06.2020	Sign. & Date	

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