PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6-7-20	Prepared by:	T.Bhasker
PO/WO no.	68303	PO / WO Date.	25/6/20
Supplier Name	Akshaya Traders	PO/WO amount	Rs. 7140/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	706	29/6/20	Rs. 7,140/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 7140/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	706	29/6/20	80615	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 7140/-
Amount E – PO / WO value:	Rs. 7140/-
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	11/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 06 JUL 2020				
Date	6/7/20	6/7	MINISH PARIKH MANAGER PROCUREMENT				

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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. 706

Date. 29/06/20 20

Name: Summit Seles LLP GSTIN: 36ACQFS2044C1Z7

Address: P.O No. 68303

State: State Code:

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Gova Thadu	8530	30	150	4500		540		5040.
2	Babay brooms	9603	300	7	2100	—	—	-	2100.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

INWARD
Inward No: 1447 Dt: 30/6/20
MRN No: 80615 Dt: 30/6/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash/Cheque/Cheque No

Total Amount		6600
Add CGST 9%	270.	
Add SGST 9%	270.	
Total GST	540	
Total Amount		7140.

... PROPERTIES PVT. ... SEC'BAD
INWARD No. 67022 Date 1/7/20 Sign.

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

A - 25083/25

Purchase Order

 26-06-2020 2:57:19 PM

68303
24.06.20 12:19:12

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**	68303	14650
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	25-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-06-2020	
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	30.00	150.00	0.00	12.00	5,040.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	7.00	0.00	0.00	2,100.00
					Total Order Value . . .	**7,140.00**

Rupees : Seven Thousand One Hundred Fourty 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 : 27/06/2020

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.06.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14650
Material required before date:		ID No.	57901

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPE		30	BDL		
2	BOMBAY BROOMS 68303	SMALL	300	NOS		
3	COBWEB STICK		10	NOS		
4	WATER BOTTLES		60	NOS		
5	AEIR PACKET		30	NOS		
6	ROOM FRESHNER		24	NOS		
7						
8						
9						
10						
11						
12						
13						

Remarks: For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign.& Date	24.06.2020	Sign. & Date	

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

APPROVED BY
25 JUN 2020
SOHAM MODI
MANAGING DIRECTOR