PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6-7-20	Prepared by:	T.Bhasker
PO/WO no.	68400	PO / WO Date.	29/6/20
Supplier Name	Akshaya traders	PO/WO amount	4130
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	714	1/7/20	4130
2.			
3.			
4.			4130
Amount A – Bills total(Excluding Transport & Hamali Charges):			~~Rs. 75,567/-~~

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80769	□ 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:	4130
Amount E – PO / WO value:	4130
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	10/7/20
Remarks: **Part bill received and balance bill to be receivable.**	

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

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

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. 714 GSTIN : 36BFYPA0121A1Z3

Date: 1/07/2020

Name: Summit Sales LLP GSTIN 36ACAFS2044C1Z7

Address: Secunderabad P.O No. 68400

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

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

Certified by:
Stores Manager

Total Amount		3500/-
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		4130/-

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14497 Dt: 02/7/20
GRN No: 80769 Dt: 03/8/20
Received By: Sign:
SUMMIT SALES LLP

67065
4/7/20

Rupees In Words....................

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 30-06-2020 10:22:03 AM

68400
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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	68400	14665
	Doc Date	29-06-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	29-06-2020	
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	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
					Total Order Value . . .	**4,130.00**

Rupees : Four Thousand One 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 : 30/06/2020

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	27.06.2020
Site & Phase :	SHLLP	Time:	16.42
Supplier		Req. No.	14665
Material required before date:		ID No.	58017

No	Description	Size	Quantity	Units	Inward No	Date
1	GREEN HOSE PIPE 68395		20	BDLS		
2	ARALDITE	500 GMS	20	NOS		
3	ARMOUR BOARD 68398		20	NOS		
4	CHALK PIECE 68399		10 cartoon	CARTOON		
5	ALL IN ONE 68401		5000	NOS		
6	SPONGES 68400		500	NOS		
7	JANTA PASTE 68402	500 GMS	20	NOS		
8	WALL CARE PUTTY	20KG	10	NOS		
9						
10						
11						
12						

Remarks:

Prepared By	SOWMYA	Approved by	
Sign.& Date	27.06.2020	Sign. & Date	

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

27 JUN 2020