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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/7/10	Prepared by:	T. D. Murthy
PO/WO no.	68393	PO / WO Date.	29/6/10
Supplier Name	Akshaya Traders	PO/WO amount	Rs. 49,356/-
Firm/Company	Summit Sales Up	Project	SHHP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	713	1/7/10	Rs. 49,356/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 49,356/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	713	1/7/10	80767	□ 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:	Rs. 49,356/-
Amount E – PO / WO value:	Rs. 49,356/-
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	11/7/10

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	8/7/10						

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. 713

Date. 1/07/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C127

Address Sec-BAD P.O No. 68393

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

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Binding wires.	7716	500✓	60	30000.			5400	35400/-
2	Gova Rope.	8536	20 ✓	150	3000		360		3360.
3	Bombay Broom	9603	300✓	7	2100	–	–	–	2100.
4	Plastic gumpa	5509	60 ✓	120	7200			1296	8496.
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

Total Amount		42300/-
Add CGST 9%	3528	
Add SGST 9%	3528	
Total GST	7056	
Total Amount		49356/-

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14495 Dt: 02/7/20
MRN No: 80767 Dt: 03/7/20.
Received By: Sign:
SUMMIT SALES LLP

INWARD
67064
4/7/20
SEC'BAD

Rupees In Words........

Receiver's Signature

For Akshaya Traders
A-50835
Proprietor

Purchase Order

 30-06-2020 10:22:03 AM

68393
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**	68393	14659
6-4-392/1, New Bholakpur, Secunderbad	**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	2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	500.00	60.00	0.00	18.00	35,400.00
2	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
3	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	7.00	0.00	0.00	2,100.00
4	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
				Total Order Value . . .		**49,356.00**

Rupees : Fourty Nine Thousand Three Hundred Fifty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST 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 items not confirming to qlty & specs. Breakage in your account. Above order for Stock maintain purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory
30/06/2020
Name :

Name :

Accepted the above Terms And Conditions
For *Akshaya Traders*

Date : _/_/__

Requisition Form

Company Name:	SSLLP	Date:	27.06.2020
Site & Phase :	SHLLP	Time:	1.30
Supplier		Req. No.	14659
Material required before date:		ID No.	58015

No	Description	Size	Quantity	Units	Inward No	Date
1	HARPIC		24	NOS		
2	LIZOL		48	NOS		
3	HAND WASH--SANTOOR		60	NOS		
4	ROOM FRESHNER		24	NOS		
5	WATER BOTTLES		36	NOS		
6	DETTOL LIQUID		24	NOS		
7	DUST BIN		12	NOS		
8	PLASTIC BUCKET WITH MUG		12	NOS		
9	JANTA PASTE		30	NOS		
10	THERMOCOL 68396		100	NOS		
11	BOMBAY BROOMS 68397	SMALL	300	NOS		
12	GOVA ROPE 68393		20	BDL		
13	BLEACHING POWDER		200	KGS		
14	HACKSAW BLADE 68394	DOUBLE	200	NOS		
15	MOPPING STICK		30	NOS		
16	BINDING WIRE		500	KG		
17	GREEN HOSE PIPE		20	BDL		
18	PLASTIC GAMPA		60	NOS		

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	27.06.2020	Sign. & Date	27 JUN 2020 SOHAM MODI MANAGING DIRECTOR

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