PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/7/20.	Prepared by:	SOWMYA
PO/WO no.	68506.	PO / WO Date.	1/7/20.
Supplier Name	Akshaya Traders	PO/WO amount	3,304
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	722	11/7/20.	3,304
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,304.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81062	☑ 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:	3,304.
Amount E – PO / WO value:	3,304
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	**18.7.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	13/7/20						

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 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. 722

Date 11/07/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O No. 68506

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	m.s. Nails	7318	50	56	2800			504	3304/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67420
Date 13/7

Certified by:
Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 14566 Dt: 13/7/20
MRN No: 81062 Dt: 13/07/20.
Received By: Sign:
SUMMIT SALES LLP

Total Amount		2800/-
Add CGST 9%	252	
Add SGST 9%	252	
Total GST	504	
Total Amount		3304/-

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 02-07-2020 4:50:05 PM

68560
02.07.20 12:12:26

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**	68506	14677
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	01-07-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-07-2020	
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	2137 - Carpentry - hardware - MS Nails - 2 1/2 In - kgs	50.00	56.00	0.00	18.00	3,304.00
					Total Order Value . . .	**3,304.00**

Rupees : Three Thousand Three Hundred Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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 maintain Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 03/07/2020

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	30.06.2020
Site & Phase :	SHLLP	Time:	15.30
Supplier		Req. No.	14677
Material required before date:		ID No.	58147

No	Description	Size	Quantity	Units	Inward No	Date
1	TILE GROUT -SILK	1KG	70	NOS		
2	TILE GROUT -WHITE 68505	1KG	70	NOS		
3	MS NAILS 68566	21/2"	50	PKTS		
4						
5						
6						
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.06.2020	Sign. & Date	APPROVED BY 01 JUL 2020 SOHAM MODI MANAGING DIRECTOR

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