

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		13/7/20		Prepared by:		SOWMYA	
PO/WO no.		68728		PO / WO Date.		9/7/20	
Supplier Name		Akshaya Tradees		PO/WO amount		6,490	
Firm/Company		Sslp		Project		Sslp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	723	11/7/20		6,490			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6,490	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81063	☒ 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:						6,490	
Amount E – PO / WO value:						6,490	
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/-

Purchase Order

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09-07-2020 11:41:52 AM

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



68728

08.07.20 3:08:59

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	68728	14702
Doc Date	09-07-2020	
Quote No	Nil	
Quote Date	09-07-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2076 - Carpentry - hardware - Chicken Mesh - NA - bundles	50.00	110.00	0.00	18.00	6,490.00
Total Order Value . . .					6,490.00
Rupees : Six Thousand Four Hundred Ninty 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.
Penalty 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 maintainance 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:		7.7.2020	
Site & Phase :		SHLLP		Time:		15.00	
Supplier				Req. No.		14702	
Material required before date:				ID No.		58323	
No	Description	Size	Quantity	Units	Inward No	Date	
1	FISHER PLUG 1 68726	6MM	50	NOS			
2	FISHER PLUG	5MM	50	NOS			
3	WOOD SCREWS 1.8729	35X8	30	NOS			
4	ZYCOSIL		15	NOS			
5	RBR BONDING AGENT	3LTS	18	NOS			
6	FOSRAC WATER PROOFING CHEMICALS	20LTS	3	NOS			
7	CRACKFILL		25	NOS			
8	CHICKEN MESH 1.8728		50	BDL			
9							
Remarks:FOR STOCK MAINTENANCE							
Prepared By		SOWMYA		Approved by			
Sign.& Date		7.07.2020		Sign. & Date			

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

APPROVED BY
- 8 JUL 2020
SOHAM MODI
MANAGING DIRECTOR