PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/7/20.	Prepared by:	SOWMYA
PO/WO no.	68883.	PO / WO Date.	16/7/20
Supplier Name	Akshaya Traders	PO/WO amount	14,160
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	733	21/7/20.	14,160
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			14,160-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81350	☑ 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:				14,160
Amount E – PO / WO value:				14,160
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	**31.7.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	24/7/20.						

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

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 733

Date 21/07/2020

Name: SUMMIT SALES LLP GSTIN: 36ACQFS2044C1Z7

Address: P.O No. 68883

State: State Code:

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold fast	1716	250	48	12000			2160	14160/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67805
Date 29/7
Sign.

Mode of Payment :
Cash/Cheque/Cheque No

INWARD	
Inward No: 14613	Dt: 21/7/20
MRN No: 81350	Dt: 22/7/20
Received By:	Sign:
SUMMIT SALES LLP	

Total Amount		12000/-
Add CGST 9%	1080	
Add SGST 9%	1080	
Total GST	2160	
Total Amount		14160/-

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

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 16-07-2020 3:18:56 PM

68883
15.07.20 12:16:58

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**	68883	14713
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	16-07-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	16-07-2020	
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	2105 - Carpentry - hardware - Holdfast - other - kgs	250.00	48.00	0.00	18.00	14,160.00
					Total Order Value . . .	**14,160.00**

Rupees : Fourteen Thousand One Hundred Sixty 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 :

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	14.7.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	14713
Material required before date:		ID No.	58472

No	Description	Size	Quantity	Units	Inward No	Date
1	HOLDFAST	4”	250	KGS		
2	68883					
3						
4						
5						
6						
7						
8						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.07.2020	Sign. & Date	APPROVED BY 14 JUL 2020 SOHAM MODI MANAGING DIRECTOR

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