PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20-	Prepared by:	SOWMYA
PO/WO no.	69126	PO / WO Date.	25/7/20
Supplier Name	Akshaya Traders	PO/WO amount	5,813
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	749	31/7/20	5,813
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,813

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81713	☑ 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:	5,813
Amount E – PO / WO value:	5,813
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	**7.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	6/8/20						

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.

Invoice No. 749 GSTIN : 36BFYPA0121A1Z3 Date 31/07/2020

Name Summit Sales llp GSTIN 36ACQFS2044C1Z7

Address P.O No. 69126

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Tadpatri sheet	8630	10	280.80	2808			505.44	3313.44/-
2	Big Brooms	9603	50	50	2500	—	—	—	2500.-/
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 68103 Date 8/8/20

Certified by:

Stores Manager

INWARD
Inward No: 14665 Dt: 3/8/20
MRN No: 81713 Dt: 4/8/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No

Total Amount		5308.-/-
Add CGST 9%	252.72	
Add SGST 9%	252.72	
Total GST	505.44	
Total Amount		5813.44/-

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 25-07-2020 4:47:56 PM

69126
31.07.20 12:08:29

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**	69126	14744
	Doc Date	25-07-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-07-2020	
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	6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft *10 nos*	2,160.00	1.30	0.00	18.00	3,313.44
2	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
	Total Order Value . . .					**5,813.44**

Rupees : Five Thousand Eight Hundred Thirteen and Paise Fourty Four 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:	22.7.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14744
Material required before date:		ID No.	58700

No	Description	Size	Quantity	Units	Inward No	Date
1	COLIN		48	NOS		
2	LIZOL		48	NOS		
3	HARPIC		36	NOS		
4	ODONIL		48	NOS		
5	SURF PACKETS 69126		30	PKTS		
6	SANTOOR HAND WASH		48	NOS		
7	ROOM FRESHER		24	NOS		
8	BOMBAY BROOMS	BIG	50	NOS		
9	COTH MAT		12	NOS		
10	PHENYL		48	NOS		
11	PVC BUCKET WITH MUG		10	NOS		
12	BLUE SHEET	12X18	10	NOS		
13	BUBBLE CANS 69126		10	NOS		
14	BLEACHING POWDER		150	KGS		
15						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign.& Date	22.07.2020	Sign. & Date	24 [illegible]

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