PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	68956.	PO / WO Date.	30/7/20.
Supplier Name	Akshaya Traders.	PO/WO amount	6,648
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	747	31/7/20.	6,648
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,648

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81703	☑ 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:	6,648
Amount E – PO / WO value:	6,648
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	5/8/20						

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 747

Date 31/07/2020

Name Summit Sales llp GSTIN 36AOFS2044C1Z7

Address P.O No. 68956

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Spade with handle	3012	40	90	3600			648	4248.
2	Big Brooms	9603	20	50	1000	—	—	—	1000
3	Bombay Brooms	9603	200	7	1400	—	—	—	1400.
4									
5									
6									
7									
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9									
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13									
14									
15									
16									
17									
18									

PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68104
Date 8/8
Sign.

Certified by:

Stores Manager

INWARD
Inward No: 14663 Dt: 3/8/20
MRN No: 81703 Dt: 4/8/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No

Total Amount		6000-/-
Add CGST 9%	324	
Add SGST 9%	324	
Total GST	648	
Total Amount		6648./-

Rupees In Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 23-07-2020 4:34:38 PM

68956
21.07.20 2:16:56

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**	68956	14717
	Doc Date	20-07-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	20-07-2020	
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	9570 - Tools - Spade with handle - NA - nos	40.00	90.00	0.00	18.00	4,248.00
2	4003 - Consumables - Bombay Broom - Big - nos	20.00	50.00	0.00	0.00	1,000.00
3	4080 - Consumables - Bombay Brooms - Other - Nos	200.00	7.00	0.00	0.00	1,400.00
				Total Order Value . . .		**6,648.00**

Rupees : Six Thousand Six Hundred Fourty Eight 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:	15.7.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14717
Material required before date:		ID No.	58584

No	Description	Size	Quantity	Units	Inward No	Date
1	SPADE WITH HANDLE 68956		40	NOS		
2	CUBE TESTING MOULDS 68957		12	NOS		
3	MALE HELMET 68958		50	NOS		
4	PENDRIVE		3	NOS		
5	SCRIBLING PADS 68959		60	NOS		
6	BOX FILE	BIG	50	NOS		
7	BOX FILE	SMALL	50	NOS		
8	BOMBAY BROOMS	BIG	20	NOS		
9	DETTOL HANDWASH		24	NOS		
10	BOMBAY BROOMS	SMALL	200	NOS		
11	WATER BOTTLES 68960		36	NOS		
12	BLEACHING POWDER		200	KGS		
13	BUBBLE CANS	20LTS	20	NOS		

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	15.07.2020	Sign. & Date	22 JUL 2020 SOHAM MODI MANAGING DIRECTOR

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