PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	69087.	PO / WO Date.	24/7/20.
Supplier Name	Akshaya Traders.	PO/WO amount	14,160
Firm/Company	sslip	Project	sslip
Sl. No.	Bill No.	Bill Date	Bill amount
1.	748	31/7/20.	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.			81702	☑ 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	**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. 748

Date 31/07/2020

Name Summit Sales llp GSTIN 36ACOFS2044C1Z7

Address P.O No. 69087

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hole fast	2710	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

PROPERTIES PVT LTD
INWARD
68105
8/8/20

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

Mode of Payment :
Cash/Cheque/Cheque No

INWARD

Inward No: 14662	Dt: 3/4/20
MRN No: 8/702	Dt: 4/8/20
Received By:	Sign:

SUMMIT SALES LLP

Rupees In Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 24-07-2020 2:29:17 PM

69087
24.07.20 11:20:52

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**	69087	14737
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	24-07-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	24-07-2020	
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:	21.7.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14737
Material required before date:		ID No.	58627

No	Description	Size	Quantity	Units	Inward No	Date
1	FISHER PLUG	5MM	50	BOXES		
2	FISHER PLUG	6MM	50	BOXES		
3	HOLD FAST 69087	4"	250	KGS		
4						
5						
6						
7						
9						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	21.07.2020	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.