PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 21/8/20. | Prepared by: | SOWMYA |
| PO/WO no. | 69475. | PO / WO Date. | 8/8/20 |
| Supplier Name | Akshaya Traders | PO/WO amount | 16,693. |
| Firm/Company | SSllp | Project | Shllp. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 761 | 18/8/20. | 10,693 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 10,693 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 82122 | □ 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: | 10,693 |
| Amount E – PO / WO value: | 10,693 |
| 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 – with~~in 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 | **29.8.2020** |

Remarks:_

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | [signature] | | | | | |
| Date | 21/8/20 | 26/8 | | | | | |

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. 761

Date 18/08/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address 20/8/20 P.O No. 69475

State State Code

| Sl. No | PARTICULARS | HSN CODE | Qty | Rate | Amount | 5% | 12% | 18% | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Plastic Bade sheet 18x12 | 8430 | 15 | 280.8 | 4212 | | | 758.16 | 4970.16 |
| 2 | Spade with handle | 1718 | 20 | 90 | 1800 | | | 324 | 2124. |
| 3 | Crowbar | 1718 | 5 | 610 | 3050 | | | 549 | 3599.-/- |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |

PROPERTIES INWARD 68445 24/8 SECBAD

| | | |
|---|---|---|
| Total Amount | | 9062.-/- |
| Add CGST 9% | 815.58 | |
| Add SGST 9% | 815.58 | |
| Total GST | 1631.16 | |
| Total Amount | | 10693.16/- |

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14741 Dt: 18/8/20
MRN No: 82122 Dt: 19/8/20
Received By: Sign:
SUMMIT SALES LLP

Rupees In Words........

Receiver's Signature

A. 2508

For Akshaya Traders
Proprietor

# Purchase Order

 10-08-2020 5:14:46 PM

69475
06.08.20 2:48:33

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** | 69475 | 14781 |
| 6-4-392/1, New Bholakpur, Secunderbad | **Doc Date** | 08-08-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36BFYPA0121A1Z3 | **Quote Date** | 08-08-2020 | |
| 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<br>*15 nos* | 3,240.00 | 1.30 | 0.00 | 18.00 | 4,970.16 |
| 2 | 9570 - Tools - Spade with handle - NA - nos | 20.00 | 90.00 | 0.00 | 18.00 | 2,124.00 |
| 3 | 9513 - Tools - Crowbar - other - nos<br>*25 mm 5' 6"* | 5.00 | 610.00 | 0.00 | 18.00 | 3,599.00 |
| | | | | | **Total Order Value . . .** | **10,693.16** |

Rupees : Ten Thousand Six Hundred Ninty Three and Paise Sixteen 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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: | 05.08.2020 |
| Site & Phase : | SHLLP | Time: | 16.30 |
| Supplier | | Req. No. | 14780 |
| Material required before date: | | ID No. | 59024 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | SPACERS -ALL IN ONE 69474 | | 5000 | NOS | | |
| 2 | PLASTIC BLUE SHEET | 12X18 | 3024 | SFT | | |
| 3 | SPADE WITH HANDLE | | 20 | NOS | | |
| 4 | CROW BAR 69475 | | 5 | NOS | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: For Stock maintenance and site

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | |
| Sign.& Date | 05.08.2020 | Sign. & Date | |

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

APPROVED BY
05 AUG 2020
SOHAM MODI
MANAGING DIRECTOR