PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/08/20	Prepared by:	Karthi
PO/WO no.	69360	PO / WO Date.	1/08/20
Supplier Name	Akshaya Traders	PO/WO amount	24,416.80
Firm/Company	Summit sales LLP	Project	SH$$P
Sl. No.	Bill No.	Bill Date	Bill amount
1.	753	08/08/20	24,416/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			24,416/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	753	08/08/20	14706	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	24,416/-
Amount E – PO / WO value:	24,416/-
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 be~~low)
Excess / short material received	☐ ~~Approved – within acce~~ptable 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	31/08/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Karthi	[signature]					
Date	27/08/20	27/8					

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

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. 753

Date 08/08/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O No. 69360

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Gova Ropes	8630	20	150	3000		360		3360.
2	GI Bucket	1718	36	110	3960.			712.8	4672.8
3	Spade with handle	2710	20	90	1800			324	2124.
4	Small Bombay Brooms	9603	500	7	3500	—	—	—	3500.
5	Bombay Brooms big	9603	50	50	2500	—	—	-	2500
6	Sponges	3921	1000	7	7000			1260	8260.
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									21760

Certified by:

Stores Manager

INWARD 68228 12/8

A. 20825

INWARD		
Inward No: 14706	Dt: 10/8/20	
MRN No: 81927	Dt: 10/8/20	
Received By:	Sign:	
SUMMIT SALES LLP		

Mode of Payment :

Cash/Cheque/Cheque No

Total Amount		19960
Add CGST 9%	1328.4	
Add SGST 9%	1328.4	
Total GST	2656.8	24,416-80
Total Amount		22616.8

Rupees In Words

Receiver's Signature A. 20825

For Akshaya Traders

Proprietor

Purchase Order

 03-08-2020 2:44:10 PM

69360
31.07.20 12:25:05

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**	69360	14760
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	01-08-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-08-2020	
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	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	36.00	110.00	0.00	18.00	4,672.80
3	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
4	4080 - Consumables - Bombay Brooms - Other - Nos	500.00	7.00	0.00	0.00	3,500.00
5	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
6	4057 - Consumables - Sponges - NA - nos	1,000.00	7.00	0.00	18.00	8,260.00
					Total Order Value . . .	**24,416.80**

Rupees : Twenty Four Thousand Four Hundred Sixteen and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST 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 items not confirming to qlty & specs. Breakage in your account. Above order for Stock maintain 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:	29.07.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14760
Material required before date:		ID No.	58837

No	Description	Size	Quantity	Units	Inward No	Date
1	TILE SPACERS 69361	5MM	20	PKTS		
2	GOVA ROPE		20	BDL		
3	GI BUCKETS 69360		36	NOS		
4	SPADE WITH HANDLE		20	NOS		
5	HACKSAW BLADE -DOUBLE 69368		300	NOS		
6	ACID		60	NOS		
7	BOMBAY BROOMS	BIG	50	NOS		
8	DETTOL -HAND WASH		48	NOS		
9	DUST PAN		10	NOS		
10	WIPER		10	NOS		
11	SPONGES		1000	NOS		
12	BOMBAY BROOMS 69369	SMALL	500	NOS		
13	HARPIC		48	NOS		
14	MOPPING STICK		20	NOS		
15	SURF		30	NOS		
16	VIMBAR		20	NOS		
17	LIZOL		48	NOS		
18	COLIN		24	NOS		
19	COB WEB STICK		10	NOS		
20	FIRST AID KIT 69362		5	NOS		

Remarks: FOR SITES AND STOCK MAINTAIN

Prepared By	SOWMYA	Approved by	APPROVED BY 31 JUL 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	29.7.2020	Sign. & Date	

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