PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/8/20.	Prepared by:	SOWMYA
PO/WO no.	69903.	PO / WO Date.	27/8/20
Supplier Name	Akshaya traders	PO/WO amount	12,730
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	772	28/8/20.	12,730
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,730.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82400	☑ 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:	12,730
Amount E – PO / WO value:	12,730
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	**5.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya		APPROVED 09 AUG 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	31/8/20						

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. 772

Date. 28/08.2020

Name. Summit Sales LLP   GSTIN. 36ACBFS2044C1Z7

Address.   P.O No. 69903

31/8/20

State.   State Code.

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130
2	Bombay Broom (Big)	9603	50	50	2500	—	—	—	2500
3	Bombay Brooms	9603	500	7	3500	—	—	—	3500
4	Coconut brooms	9603	200	13	2600	—	—	—	2600
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

PROPERTIES PVT. LTD. SECBAD
INWARD No. 68868
Date 1/9

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 14792 Dt: 29/8/20
MRN No: 82400 Dt: 29/8/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		12100/-
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		12730/-

Rupees In Words............

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 27-08-2020 4:23:38 PM

69903
27.08.20 2:29:37

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

GSTIN 36BFYPA0121A1Z3
9381004542 9959611144

Doc No	69903	14836
Doc Date	27-08-2020	
Quote No	Nil	
Quote Date	27-08-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
2	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
3	4080 - Consumables - Bombay Brooms - Other - Nos	500.00	7.00	0.00	0.00	3,500.00
4	4009 - Consumables - Coconut Broom - other - nos	200.00	13.00	0.00	0.00	2,600.00
					Total Order Value . . .	**12,730.00**

Rupees : Twelve Thousand Seven Hundred Thirty 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

29/08/2020

Name : ____________________

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	26.08.2020
Site & Phase :	SHLLP	Time:	15.30
Supplier		Req. No.	14836
Material required before date:		ID No.	59384

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay brooms	Big	50	nos		
2	Coconut brooms		200	nos		
3	Wiper 69903		20	nos		
4	Sponges		500	nos		
5	Bombay brooms	Small	500	nos		
6	Phynile		40	nos		
7	Lizol 69902		72	nos		
8	Cleaning cloth		120	nos		
9	Mopping cloth		120	nos		
10	Vim bar		24	nos		
11	Bubble cans		20	nos		

Remarks: For stock maintenance at ssllp

Prepared By	SOWMYA	Approved by	
Sign.& Date	26.08.2020	Sign. & Date	

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

APPROVED BY
26 AUG 2020
SOHAM MODI
MANAGING DIRECTOR