

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/9/20.		Prepared by: SOWMYA	
PO/WO no. 70455		PO / WO Date. 16/9/20.	
Supplier Name Akshaya Traders		PO/WO amount 8,496.	
Firm/Company ssllp		Project Shulp	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	804	17/9/20	8,496
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,496.
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			83292 ☒ 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:			8,496
Amount E – PO / WO value:			8,496
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		3.10.2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<i>Sowmya</i>		
Date	25/9/20		

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.



Invoice No.

804

GSTIN : 36BFYPA0121A1Z3

Date: 17/09/2020

Name: Summit Sales LLP GSTIN: 36ACDF52044C1Z7

Address: P.O No. 70455

State: State Code:

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	PVC Carpets	5504	60	120	7200				8496
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager



69656

28/9

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD

Inward No: 14940 Dt: 22/9/20

NIN No: 83292 Dt: 23/9/20

Received By:

Sign:

SUMMIT SALES LLP

Total Amount

7200

Add CGST 9%

648

Add SGST 9%

648

Total GST

1296

Total Amount

8496

Rupees In Words:

Receiver's
SignatureFor Akshaya Traders
A. W. S. S. S.
Proprietor

Purchase Order

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16-09-2020 4:46:05 PM



70455

14.09.20 5:37:49

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, Secunderabad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	70455	14900
Doc Date	16-09-2020	
Quote No	Nil	
Quote Date	16-09-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
Total Order Value . . .					8,496.00

Rupees : Eight Thousand Four Hundred Ninty Six 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.

Penalty 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 qty & 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

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	15.09.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14900
Material required before date:		ID No.	59911

No	Description	Size	Quantity	Units	Inward No	Date
1	PLASTIC GAMPA		60	NOS		
2	ZYCOSIL	5 LTRS	10	NOS		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign. & Date	15.9.2020	Sign. & Date	

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

APPROVED BY
15 SEP 2020
SOHAM MODI
MANAGING DIRECTOR