PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/9/20	Prepared by:	SOWMYA
PO/WO no.	70322	PO / WO Date.	10/9/20
Supplier Name	Akshaya Traders	PO/WO amount	5,615
Firm/Company	SS llp	Project	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	805	17/9/20	5,615
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,615

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83295	☑ 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:	5,615.
Amount E – PO / WO value:	5,615
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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya		APPROVED 29 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
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

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.

Invoice No. 805 GSTIN : 36BFYPA0121A1Z3

Date. 17.09.2020

Name: Summit Sales LLP 25/9/20 GSTIN: 36ACQFS2044C1Z7

Address: P.O No. 70322

State: State Code:

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	GI Buckets	2670	24	110	2640.			475.2	3115.2/-
2	Bombay Brooms (Big)	9603	50	50	2500	—	—	—	2500
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69658
Date: 28/9

INWARD
Inward No: 14942 Dt: 22/9/20
MRN No: 83295 Dt: 23/9/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No

Total Amount		5140/-
Add CGST 9%	237.6	
Add SGST 9%	237.6	
Total GST	475.2	
Total Amount		5615.2/-

Rupees In Words...

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 12-09-2020 2:19:29 PM

70322
08.09.20 12:18:45

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	**Doc No**	70322	14885
	Doc Date	10-09-2020	
GSTIN 36BFYPA0121A1Z3	**Quote No**	Nil	
	Quote Date	10-09-2020	
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	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
2	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
	Total Order Value . . .					**5,615.20**

Rupees : Five Thousand Six Hundred Fifteen and Paise Twenty 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:	9.9.2020
Site & Phase :	SHLLP	Time:	16.30
Supplier		Req. No.	14885
Material required before date:		ID No.	59781

No	Description	Size	Quantity	Units	Inward No	Date
1	RECRON 70323		20	BAGS		
2	GI BUCKETS		24	NOS		
3	SAFETY BELT 70324		10	NOS		
4	WIPER		20	NOS		
5	BOMBAY BROOMS 70322	BIG	50	NOS		
6	LIZOL		72	NOS		
7	CLEANING BRUSH 70325		20	NOS		
8						
9						
10						
11						
12						
13						
14						
15						
16						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	9.9.2020	Sign. & Date	APPROVED BY 09 SEP 2020 SOHAM MODI MANAGING DIRECTOR

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