

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		25/9/20.		Prepared by:		SOWMYA																									
PO/WO no.		70223		PO / WO Date.		9/9/20.																									
Supplier Name		Akshaya Traders		PO/WO amount		11,328																									
Firm/Company		SSUP		Project		Shup.																									
Sl. No.	Bill No.			Bill Date	Bill amount																										
1.	806			17/9/20	11,328																										
2.																															
3.																															
4.																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						11,328																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																											
1.			83294	☒ 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:						11,328																									
Amount E – PO / WO value:						11,328																									
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:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>25/9/20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	25/9/20						
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:																															
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 TRADERSSuppliers : 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.

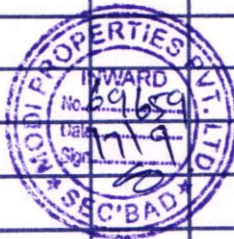
806**GSTIN : 36BFYPA0121A1Z3**Date 17/09/2020Name Summit sales LLP GSTIN 36ACBFS2044C1Z7Address (4) 25/9/20 P.O No 70273

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hole Post 4"	1712	200	48	9600			1728	11328
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

**INWARD**Inward No: 14942 Dt: 22/9/20
MRN No: 83294 Dt: 23/9/20
Received By: 21 Sign: 21**SUMMIT SALES LLP**

Mode of Payment

Cash/Cheque/Cheque No

Total Amount		9600
Add CGST 9%	864	
Add SGST 9%	864	
Total GST	1728	
Total Amount		11328

Rupees In Words.....

Receiver's
SignatureA-250225
For Akshaya Traders
Proprietor

Purchase Order

Page(s) 1 Of 1

09-09-2020 3:18:16 PM



70273

08.09.20 12:15:09

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	70273	14882
	Doc Date	09-09-2020	
	Quote No	Nil	
	Quote Date	09-09-2020	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2105 - Carpentry - hardware - Holdfast - other - kgs	200.00	48.00	0.00	18.00	11,328.00
Total Order Value . . .					11,328.00
Rupees : Eleven Thousand Three Hundred Twenty Eight 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
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 to reject items not conforming to quality and specifications. Above order for Stock maintenance purpose.**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		8.9.2020	
Site & Phase :		SHLLP		Time:		16.30	
Supplier				Req. No.		14882	
Material required before date:				ID No.		59739	

No	Description	Size	Quantity	Units	Inward No	Date
1	HOLD FAST 70273	4"	200	KGS		
2	TILE GROUT 70274	SILK	100	KGS		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign. & Date	8.9.2020	Sign. & Date	

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

