PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/9/20.	Prepared by:	SOWMYA
PO/WO no.	70526	PO / WO Date.	17/9/20
Supplier Name	Akshaya Traders	PO/WO amount	5,430
Firm/Company	SSllp	Project	SSllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	809	27/9/20	5,430
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,430

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	83293	☑ 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:	5,430
Amount E – PO / WO value:	5,430
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 01 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	25/9/20	26/9					

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. 809 GSTIN : 36BFYPA0121A1Z3 Date 21/09/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O No. 70526

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130/-
2	Coconut Brooms	9603	100	13	1300	—	—	-	1300/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SECBAD
INWARD No. 6965 Date 28/9/20

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 1494 Dt: 22/9/20
MRN No: 83293 Dt: 23/9/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4800/-
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		5430/-

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 19-09-2020 10:07:05 AM

70526
17.09.20 3:46:38

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**	70526	14905
	Doc Date	17-09-2020	
GSTIN 36BFYPA0121A1Z3	**Quote No**	Nil	
	Quote Date	17-09-2020	
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	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
2	4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
					Total Order Value . . .	**5,430.00**

Rupees : Five Thousand Four 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

Name :

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	16.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14905
Material required before date:		ID No.	59962

No	Description	Size	Quantity	Units	Inward No	Date
1	COCONUT BROOMS 70526		100	NOS		
2	SURF		30	NOS		
3	VIM BAR 70527		30	NOS		
4	PHENYL		20	NOS		
5	YELLOW CLOTH		120	NOS		
6	SPONGES		500	NOS		
7						
8						
9						
10						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign.& Date	16.9.2020	Sign. & Date	

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

APPROVED BY
16 SEP 2020
SOHAM MODI
MANAGING DIRECTOR