PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/10/20	Prepared by:	D.SOWMYA
PO/WO no.	70975	PO / WO Date.	5/10/20.
Supplier Name	Akshaya Traders.	PO/WO amount	3,186.
Firm/Company	Ssllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	832	7/10/20.	3,186
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,186.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83830	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B --Other Credits : Transportation charges				–
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				3,186.
Amount E – PO / WO value:				3,186
Amount F – Difference (A – E): GST-18%				–

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	**17.10.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	DS					
Date	12/10/20	16/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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 : 99596111.. 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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. **832**

Date 07/10/2020

Name Summith cells l.l.p GSTIN 36AC9RC2044C1Z7

Address P.O No. 70975

State State Code

10/10/20

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Spade with handel	2710	30	90	2700			486	3186-00
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

Mode of Payment

Cash/Cheque/Cheque No

INWARD

Inward No: 15026 Dt: 8/10/20

MRN No: 83830 Dt: 10/10/20

Received By: Sign:

SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SECUNDERABAD
INWARD
No. 70114
Date 14/10
Sign.

Total Amount		2700-00
Add CGST 9%	243	
Add SGST 9%	243	
Total GST	486	
Total Amount		3186

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 05-10-2020 4:07:55 PM

70975
30.09.20 4:15:46

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**	70975	168016
	Doc Date	05-10-2020	
	Quote No	Nil	
	Quote Date	05-10-2020	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9570 - Tools - Spade with handle - NA - nos	30.00	90.00	0.00	18.00	3,186.00
					Total Order Value . . .	**3,186.00**

Rupees : Three Thousand One Hundred Eighty Six 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.
Penality 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 maintaince 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:	30.09.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168016
Material required before date:		ID No.	60379

No	Description	Size	Quantity	Units	Inward No	Date
1	SPACERS 70973	ALL IN ONE	10000	NOS		
2	TEFLON TAPES 70974		500	NOS		
3	SPADE WITH HANDLE 70975		30	NOS		
4	SAFETY BELT 70976		20	NOS		
5						
6						
7						
8						
9						
10						
11						
12						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	30.9.2020	Sign. & Date	

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

APPROVED BY
01 OCT 2020
SOHAM MODI
MANAGING DIRECTOR