

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/10/20		Prepared by: D.SOWMYA	
PO/WO no. 70792		PO / WO Date. 26/9/20	
Supplier Name Akshaya Traders.		PO/WO amount 2,124	
Firm/Company Sslp		Project Shlp	
Sl. No.	Bill No.	Bill Date	Bill amount
1	833	7/10/20	2,124
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,124
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			83828 ☒ 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:			2,124
Amount E – PO / WO value:			2,124
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	
Date	12/10/20	19/10	

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/-

Purchase Order

Page(s) 1 Of 1

26-09-2020 3:05:45 PM

Original



70792

21.09.20 12:59:16

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	70792	14929
Doc Date	26-09-2020	
Quote No	Nil	
Quote Date	26-09-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
Rupees : Two Thousand One Hundred Twenty Four Only.					Total Order Value . . . 2,124.00

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 Chertapally, 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 maintainance 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 : ____/____/____



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.

833

GSTIN : 36BFYPA0121A1Z3

Date 07/10/2020

Name Sumithella's L.L.R. GSTIN 26ACAF520448477

Address P.O No. 70792

State State Code

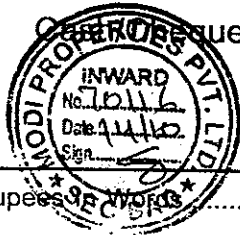
Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponge with handle	2710	20	90	1800			324	2124
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

Mode of Payment :

Cash/Cheque No



INWARD

Inward No: 15025 Dt: 8/10/20

MRN No: 83828 Dt: 10/10/20

Received By: Sign: 8

SUMMIT SALES LLP

Total Amount 1800

Add CGST 9% 162

Add SGST 9% 162

Total GST 324

Total Amount 2124

Rupees in Words

Receiver's
Signature

For Akshaya Traders

Proprietor

Requisition Form

Company Name:		SSLLP		Date:		23.09.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14929	
Material required before date:				ID No.		60160	

No	Description	Size	Quantity	Units	Inward No	Date
1	ODONIL		50	NOS		
2	SCRUBBERS		36	NOS		
3	YELLOW CLOTH		120	NOS		
4	DETTOL HAND WASH		48	NOS		
5	SANTOOR HAND WASH		36	NOS		
6	DETTOL LIQUID	500ML	24	NOS		
7	HARPIC		48	NOS		
8	COLIN		24	NOS		
9	PHYNIL		20	NOS		
10	WIPER		20	NOS		
11	MOP STICK		30	NOS		
12	BOMBAY BROOMS	BIG	20	NOS		
13	DOOR MAT	2X4	12	NOS		
14	AIR PACKET		24	NOS		
15	AIR FRESHNER		24	NOS		
16	HACKSAW BLADE	DOUBLE	500	NOS		
17	HACKSAW BLADE	SINGLE	500	NOS		
18	SPADE WITH HANDLE		20	NOS		
19	SPACERS	ALL IN ONE	5000	NOS		
20						
21						
22						

Remarks: FOR STOCK MAINTENANCE AND SITES USE

Prepared By	SOWMYA	Approved by	
Sign. & Date	23.9.2020	Sign. & Date	

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

APPROVED BY
25 SEP 2020
SOHAM MODI
MANAGING DIRECTOR