

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03-11-20	Prepared by:	Prabhakar.P
PO/WO no.	71465	PO / WO Date.	20-10-20
Supplier Name	Akshaya Traders	PO/WO amount	4,130-00
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	861	27-10-20	4,130-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130-00
Sl. No.	DC No	DC. Date	MRN No.
1.			84516
2.			
3.			
Amount B –Other Credits :_Transportation charges			-
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			4,130-00
Amount E – PO / WO value:			4,130-00
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		09-11-20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

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

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.

861 GSTIN : 36BFYPA0121A1Z3

Date 27/10/2020....

Name..... Summit sales LLP GSTIN. 36ACDF52044C127

Address..... P.O No. 71465

State.....

State Code.....

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



Mode of Payment :
Cash/Cheque/Cheque No

INWARD	
Inward No: 15128	Dt: 27/10/20
GRN No: 84516	Dt: 28/10/20
Received By:	Sign: 81
SUMMIT SALES LLP	

Total Amount		3500
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		4130

Rupees In Words.....

Receiver's
Signature

For Akshaya Traders
Proprietor

A. W. S. S. S.

Purchase Order

Page(s) 1 Of 1

20-10-2020 4:58:17 PM



71465

10.10.20 12:36:43

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	71465	168051
Doc Date	20-10-2020	
Quote No	Nil	
Quote Date	20-10-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 #057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
Total Order Value . . .					4,130.00

Rupees : Four Thousand One 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 Chertlapally, 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 items not confirming to qty & 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:	SLLP	Date:	17.10.20
Site & Phase :	SHLLP	Time:	11.30
Supplier		Req. No.	168051
Material required before date:		ID No.	60905

No	Description	Size	Quantity	Units	Inward No	Date
1	BLUE SHEET 71464	24X18	10	NOS		
2	SPONGES 71465		500	NOS		
3	SURF		30	NOS		
4	VIM BAR		20	NOS		
5	DETTOL HAND WASH		24	NOS		
6	LIZOL		48	NOS		
7	HARPIC		24	NOS		
8	BUCKET WITH MUG		10	NOS		
9						
10						
11						
12						
13						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign. & Date	17.10.20	Sign. & Date	

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

