PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/11/2020	Prepared by:	NEHA
PO/WO no.	71368	PO / WO Date.	16/10/2020
Supplier Name	Akshaya Traders	PO/WO amount	8,496/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	862	27/10/2020	8496/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8496/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84505	□ 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:	8,496/—
Amount E – PO / WO value:	8,496/—
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	06/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	03/11/2020						

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.
GSTIN : 36BFYPA0121A1Z3

Invoice No. 862 Date 27/10.2020

Name Summit sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O No. 71368

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	PVC Gampa	5509	60 ✓	120	7200			1296	8496/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

NOI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 70578 Date 30/10 Sign.

Certified by:
Stores Manager

INWARD
Inward No: 15125 Dt: 27/10/20
MRN No: 84505 Dt: 28/10/20
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No

Total Amount		7200/-
Add CGST 9%	648	
Add SGST 9%	648	
Total GST	1296.	
Total Amount		8496/-

Rupees In Words

Receiver's Signature

For Akshaya Traders
A. [signature]
Proprietor

Purchase Order

 16-10-2020 4:35:42 PM

71368
10.10.20 12:35:31

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**	71368	168046
	Doc Date	16-10-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	16-10-2020	
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	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**8,496.00**

Rupees : Eight Thousand Four Hundred Ninty Six 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:	14.10.20
Site & Phase :	SHLLP	Time:	14.00
Supplier		Req. No.	168046
Material required before date:		ID No.	60780

No	Description	Size	Quantity	Units	Inward No	Date
1	PLASTIC GAMPA 71368		60	NOS		
2	MEASURING TAPE 71369	5 MTS	10	NOS		
3	ADHESIVE SET CERA		10	NOS		
4	RBR BOND SGENT	3 LT	6	NOS		
5	TILE ADHESIVE ROFF	20KG	10	BAGS		
6	ZYCOSIL 71352	1 LT	15	NOS		
7	MYK ARMENT	1KG	24	NOS		
8	CRACK PASTE	1 KG	10	NOS		
10						
11						
12						
13						

MANAGER PROCUREMENT
MINISH PARIKH
16 OCT 2020
APPROVED

Remarks: FOR STOCK AND SITE

Prepared By	HEMENDRA	Approved by	
Sign.& Date	14.10.20	Sign. & Date	

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