PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	71892	PO / WO Date.	05/11/2020
Supplier Name	Akshaya Traders	PO/WO amount	Rs. 11,800/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	879	09/11/2020	Rs. 11,800/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 11,800/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	879	09/11/2020	85107	☑ 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:				Rs. 11,800/-
Amount E – PO / WO value:				Rs. 11,800/-
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	**21/11/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature]				
Date	16/11/20	16/11					

APPROVED
16 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

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. 879 GSTIN : 36BFYPA0121A1Z3 Date 9/11/2020

Name Summit sales LLP GSTIN 36ACDFS2044C1Z7

Address P.O No. 71892

State State Code

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Nails 2"	1718	20	70	1400			252	1652
2	Bombay Nails 2½"	1718	20	70	1400			252	1652
3	PVC GaMPas	5509	60	120	7200			1296	8496
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: 15231 Dt: 10/11/20
GRN No: 85107 Dt: 10/11/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		10000
Add CGST 9%	900	
Add SGST 9%	900	
Total GST	1800	
Total Amount		11800

Rupees In Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 06-11-2020 4:42:32 PM Orig

71892
30.10.20 4:44:41

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	**Doc No**	71892	168101
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	05-11-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	31-10-2020	
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	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	70.00	0.00	18.00	1,652.00
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	20.00	70.00	0.00	18.00	1,652.00
3	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**11,800.00**

Rupees : Eleven Thousand Eight Hundred 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 : 07/11/2020

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	3.11.2020
Site & Phase :	SHLLP	Time:	17.00
Supplier		Req. No.	168101
Material required before date:		ID No.	G1268

No	Description	Size	Quantity	Units	Inward No	Date
1	SS SCREWS	32X8	20	PKTS		
2	SS SCREWS 71897	32X6	20	PKTS		
3	SS SCREWS	38X8	20	PKTS		
4	SS SCREWS	25X6	20	PKTS		
5	WOOD SCREWS	35X8	30	PKTS		
6	WOOD SCREWS	30X8	30	PKTS		
7	MEASURING TAPE 71890	5MT'RS	20	NOS		
8	BOMBAY NAILS	2"	20	KGS		
9	BOMBAY NAILS 71892	21/2"	20	KGS		
10	TILE GROUT 71893	SILK	50	NOS		
11	TILE GROUT	WHITE	50	NOS		
12	PLASTIC GAMPA		60	NOS		
13						

Remarks:FOR STOCK MAINTENANCE AND SITE USE

Prepared By	SOWMYA	Approved by	
Sign.& Date	3.11.2020	Sign. & Date	

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

APPROVED FOR ~~CONSTRUCTION~~
04 NOV 2020
SOHAM MODI
MANAGING DIRECTOR