

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72226	PO / WO Date.	18-11-20
Supplier Name	Akshaya Traders	PO/WO amount	13,602-00
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	899	25-11-20	13,602-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			13,602-00
Sl. No.	DC .No	DC. Date	MRN No.
1.			899
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:			13,602-00
Amount E – PO / WO value:			13,602-00
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		14-12-20	
Remarks: Transportation charges			
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.

899

GSTIN : 36BFYPA0121A1Z3

Date: 25/11/2020

Name: Summit Sales LLP GSTIN: 36ACAPSO44C127

Address: P.O No. 72226

State: State Code:

Sl. No	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130
2	Bombay Brooms	9603	500	7	3500				3500
3	Coconut Brooms	9603	100	13	1300				1300
4	G.T Buckets	2720	36	110	3960			712.8	4672.8
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: 15316	Dt: 25/11/20
IRN No: 85682	Dt: 26/11/20
Received By:	Sign: <i>G</i>
SUMMIT SALES LLP	

Total Amount

12260

Add CGST 9%

Add SGST 9%

Total GST

1342.8

Total Amount

13602.8

Rupees In Words:

Receiver's
Signature

A. W. 2020
For Akshaya Traders
Proprietor

Purchase Order

Page(s) 1 Of 1

18-11-2020 4:57:37 PM

Origin:



72226

16.11.20 11:21:50

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	72226	168128
	Doc Date	18-11-2020	
	Quote No	Nil	
	Quote Date	18-11-2020	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
2 4080 - Consumables - Bombay Brooms - Other - Nos	500.00	7.00	0.00	0.00	3,500.00
3 4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
4 6023 - Miscellaneous - GI- Bucket - other - nos	36.00	110.00	0.00	18.00	4,672.80
Total Order Value . . .					13,602.80

Rupees : Thirteen Thousand Six Hundred Two and Paise Eighty 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.
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

Accepted the above Terms And Conditions

For **Akshaya Traders**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		11.11.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168128	
Material required before date:				ID No.		61498	
No	Description	Size	Quantity	Units	Inward No	Date	
1	SPONGES		500 ✓	NOS			
2	BOMBAY BROMS	SMALL	500 ✓	NOS			
3	COCONUT BROOMS		100 ✓	NOS			
4	GI BUCKETS		36 ✓	NOS			
5	DUST PAN		20	NOS			
6							
7							
8							
9							
10							
11							
12							
13							
Remarks: For stock maintenance and site use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		11.11.2020		Sign. & Date			

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

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE