PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/12/2020.	Prepared by:	MINISH
PO/WO no.	72684	PO / WO Date.	03/12/2020.
Supplier Name	Akshaya Traders	PO/WO amount	4,956/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	923	07/12/2020	4,956/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,956/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86117.	□ 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:	4,956/-
Amount E – PO / WO value:	4,956/-
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	21/12/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	3-12-20	11/12					

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. 50,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

AKSHAYA TRADERS

Cell : 9959611144
9381004542

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. 923

GSTIN : 36BFYPA0121A1Z3

Date 7/12/2020

Name Summit sales LLP GSTIN 36ACQPS2044C1Z7

Address P.O.No. 72684

11/12/20

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	Centering Nails 2"	1718	50	56	2800			504	3304
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

PROPERTIES PVT. LTD. SEC'BAD
No: 12228
Date: 10/12
Sign:

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 15381 Dt: 7/12/20
GRN No: 86117 Dt: 8/12/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4200
Add CGST 9%	378	
Add SGST 9%	378	
Total GST	756	
Total Amount		4956

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 03-12-2020 3:02:33 PM

72684
25.11.20 1:28:07

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**	72684 168182
	Doc Date	03-12-2020
	Quote No	Nil
GSTIN 36BFYPA0121A1Z3	**Quote Date**	03-12-2020
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	2138 - Carpentry - hardware - MS Nails - 2 In - kgs	50.00	56.00	0.00	18.00	3,304.00
					Total Order Value . . .	**4,956.00**

Rupees : Four Thousand Nine Hundred Fifty Six 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 : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	2.12.20
Site & Phase :	SHLLP	Time:	10.30
Supplier		Req. No.	168182
Material required before date:		ID No.	62028

No	Description	Size	Quantity	Units	Inward No	Date
1	TILE GROUT -SILK 172683	1 KG	70	NOS		
2	TILE GROUT-WHITE	1 KG	70	NOS		
3	RBR ROFF BOND 72686	5 LTRS	2	NOS		
4	BOMBAY NAILS 172684	2"	20	KGS		
5	MS NAILS	2"	50	KGS		
6						
7						
8						
9						
10						
11						

Remarks: STOCK MAINTENANCE AND SITE USE

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	2.12.2020	Sign. & Date	02 DEC 2020 SOHAM MODI MANAGING DIRECTOR

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