PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/20	Prepared by:	NEHA .C
PO/WO no.	72514	PO / WO Date.	27/11/2020
Supplier Name	Akshaya traders	PO/WO amount	5,239.2/-
Firm/Company	SSllp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	922	07/12/20	5,239.2/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5239.2/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86115	☐ 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:	5,239.2/-
Amount E – PO / WO value:	5,239.2/-
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	19/12/2020

Remarks: A Pos · ~~[illegible]~~

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha		APPROVED 18 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	17/12/20	18/12					

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. 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. 922

GSTIN : 36BFYPA0121A1Z3

Date 7/12/2020

Name Summit Sales LLP 1/12/20 GSTIN 36ACBRS2044C1Z7

Address .... P.O.No. 72514

.... State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	GI Buckets	6210	24 ✓	110	2640			475.2	3115.2
2	Spade with handles	1572	20 ✓	90	1800			324	2124.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD No. 7720 Date: 14/12

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 15380 Dt: 7/12/20
GRN No: 86115 Dt: 8/12/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4440.2
Add CGST 9%	399.6	
Add SGST 9%	399.6	
~~Total GST~~	799.2	
Total Amount		5239.2

Rupees in Words........

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

72514
25.11.20 1:07:27

Page(s) 1 Of 1 27-11-2020 3:33:47 PM

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	72514	168162
Doc Date	27-11-2020	
Quote No	Nil	
Quote Date	27-11-2020	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
2	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
					Total Order Value . . .	**5,239.20**

Rupees : Five Thousand Two Hundred Thirty Nine and Paise Twenty 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:	25.11.2020
Site & Phase :	SHLLP	Time:	17.00
Supplier		Req. No.	168162
Material required before date:		ID No.	61832

No	Description	Size	Quantity	Units	Inward No	Date
1	GI BUCKETS		24	NOS		
2	SPADE WITH HANDLE 72514		20	NOS		
3	PENDRIVE		3	NOS		
4	BUBBLE CANS		20	NOS		
5	PLASTIC BUCKET WITH MUG		10	NOS		
6	SANITIZER		30	NOS		
7	MOPPING STICKS		20	NOS		
8	WIPERS 72506		20	NOS		
9	ACID		60	NOS		
10	PENS ORDINARY 72505	BLUE	300	NOS		
11	PENS ORDINARY	BLACK	200	NOS		
12	FILE FOLDERS	A3	500	NOS		
13	CELLO PENS 72504	BLUE	100	NOS		
14	BROWN TAPE	3”	20	NOS		

Remarks:For Stock maintenance purpose

Prepared By	SOWMYA	Approved by	
Sign.& Date	25.11.2020	Sign. & Date	APPROVED BY 26 NOV 2020 SOHAM MODI MANAGING DIRECTOR

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