

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/12/2020		Prepared by: NEHA .C	
PO/WO no. 72820		PO / WO Date. 08/12/20	
Supplier Name Atshaya traders		PO/WO amount 4,130/-	
Firm/Company SSKP		Project SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	947	19/12/20	4130/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130/-
Sl. No.	DC .No	DC. Date	MRN No.
1.			86582
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:			4,130/-
Amount E – PO / WO value:			4,130/-
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		01/01/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[Signature]		
Date	31/12/20	21/12	

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 TRADERSSuppliers : 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.

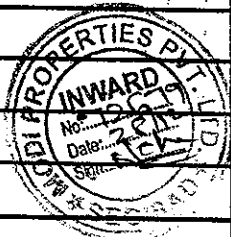
Invoice No. **947****GSTIN : 36BFYPA0121A1Z3**

Date: 19/12/2020

Name: Summit sales LLP GSTIN: 36ACQFS2044C127Address: P.O.No. 72820

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130
2									
3									
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 No: 15472

Dt: 19/12/20

RN No: 86582

Dt: 22/12/20

Received By:

Sign:

SUMMIT SALES LLP

Total Amount

3500

Add CGST 9%

315

Add SGST 9%

315

Total GST

630

Total Amount

4130

Rupees in Words:

Receiver's
Signature

For Akshaya Traders

Proprietor

Purchase Order



72820

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08-12-2020 3:48:18 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	72820	168185
Doc Date	08-12-2020	
Quote No	Nil	
Quote Date	08-12-2020	
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
Total Order Value . . .					4,130.00

Rupees : Four Thousand One Hundred Thirty 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

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : __/__/__