PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06/01/2021	Prepared by:	Neha
PO/WO no.	73356	PO / WO Date.	29/12/2020
Supplier Name	Athaya traders	PO/WO amount	7,245.2/-
Firm/Company	SS(4)	Project	SHLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	981	01/01/2021	7245.2/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7245.2/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87152	□ 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:	7245.2/-
Amount E – PO / WO value:	7245.2/-
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 bel~~ow)
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	11/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	[signature] APPROVED 09 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	06/01/2021	8/1					

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. 981 GSTIN : 36BFYPA0121A1Z3 Date 01/1/2021

Name: Summit Sales LLP GSTIN: 36ACQFS2044K1Z8

Address: P.O.No. 73356

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130-
2	iron buket	1720	24	110	2640			475.2	3115.2
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 13624 Date: 5/1 Sign:

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 15551 Dt: 4/01/21
MRN No: 87152 Dt: 5/01/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		6140-
Add CGST 9%	552.6	
Add SGST 9%	552.6	
Total GST	1105.2	
Total Amount		7245.2/-

Rupees in Words............

Receiver's Signature

For Akshaya Traders

A-WO 88748

Proprietor

Purchase Order

73356
23.12.20 11:33:23

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**	73356	168246
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	29-12-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	29-12-2020	
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	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
					Total Order Value . . .	**7,245.20**

Rupees : Seven Thousand Two Hundred Fourty Five 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 :

Contact

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	24.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168246
Material required before date:		ID No.	62558

No	Description	Size	Quantity	Units	Inward No	Date
1	Santoor hand wash		48	nos		
2	Surf		30	nos		
3	Water bottles		60	nos		
4	Yellow cloth		120	nos		
5	Vim bar P.O.		24	nos		
6	Scrubber		36	nos		
7	Wiper		20	nos		
8	Acid 73356		96	nos		
9	Gi bucket		24	nos		
10	Plastic bucket with mug		10	nos		
11	First aid kit 73357		5	nos		
12	Sponges		500	nos		

Remarks:For stock maintenance and site use

Prepared By	SOWMYA	Approved by	APPROVED BY
Sign.& Date	24.12.20	Sign. & Date	26 DEC 2020 SOHAM MODI MANAGING DIRECTOR

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