PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/01/2021	Prepared by:	Neha
PO/WO no.	73314	PO / WO Date.	28/12/2020
Supplier Name	Akshaya traders	PO/WO amount	4130/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	980	01/1/2021	4130/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4130/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87126	□ 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:				4130/-
Amount E – PO / WO value:				4130/-
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	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	8/1/21					

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 980

Date 01.1.1.2021

Name Summit Sales LLP GSTIN 36ACGFS2044C1Z7

Address .... P.O.No. F3314

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

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Nails 2"	1718	50	70	3500			630	4130
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: 13023
Date: 5/1

INWARD
Inward No: 15553 Dt: 4/01/21
MRN No: 87176 Dt: 4/01/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

Total Amount		3500
Add CGST 9%	315	
Add SGST 9%	315	
Total GST		
Total Amount		4130

Rupees in Words........

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

73314
23.12.20 11:33:23

 28-12-2020 14:32:52

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**	73314	168243
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	28-12-2020	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	28-12-2020	
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	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	50.00	70.00	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	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 : ____________________

Contact

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	23.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168243
Material required before date:		ID No.	62560

No	Description		Size	Quantity	Units	Inward No	Date
1	FISHER PLUG		5MM	50	NOS		
2	FISHER PLUG	73313	6MM	50	NOS		
3	BOMBAY NAILS	73314	21/2"	50	KGS		
4	TILE GROUT		SILK	70	KGS		
5	TILE GROUT	73315	WHITE	70	KGS		
6							
7							
8							
9							
10							

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	23.12.20	Sign. & Date	

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

APPROVED BY
26 DEC 2020
SOHAM MODI
MANAGING DIRECTOR