PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/01/2021	Prepared by:	Neha
PO/WO no.	73362	PO / WO Date.	29/12/2020
Supplier Name	Akshaya traders	PO/WO amount	2,124/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	983	02/01/2021	2124/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2124/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87153	□ 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:	2124/-
Amount E – PO / WO value:	2124/-
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

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 983

Date 02/01/2021

Name: Summit Sales LLP GSTIN: 36ACQRS2044C1Z7

Address: P.O.No. 73362

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Spade with handle	1720	20	90	1800/-			324	2124/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 13025
Date: 5/1

Certified by:

Stores Manager

Mode of Payment : Cash/Cheque/Cheque No.

INWARD
Inward No: 15552 Dt: 4/01/21
MRN No: 87153 Dt: 5/01/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		1800/-
Add CGST 9%	162	
Add SGST 9%	162	
Total GST	324	
Total Amount		2124

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

73362
23.12.20 11:33:23

 29-12-2020 15:32:04

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**	73362	168247
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	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
	Total Order Value . . .					**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four 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
ther 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.	168247
Material required before date:		ID No.	62557

No	Description	Size	Quantity	Units	Inward No	Date
1	PLASTIC CARD		200	NOS		
2	PAPER	A4	50	BDL		
3	SCISSORS		12	NOS		
4	KEY CHAIN RINGS 73377		200	NOS		
5	PVC DRUMS		10	NOS		
6	SPADE WITH HANDLE 73362		20	NOS		
7	SAFETY BELT 73378		10	NOS		
8						
9						
10						
11						
12						

Remarks:For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	24.12.20	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