PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/1/21	Prepared by:	D.SOWMYA
PO/WO no.	72991	PO / WO Date.	15/12/20.
Supplier Name	Akshaya Traders.	PO/WO amount	4,130
Firm/Company	SSllp	Project	Shllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	982	2/1/21	4,130
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,130.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87125	□ 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:	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	**9.1.2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	[signature] APPROVED 08 JAN 2021 MINISH PARIKH MANAGER-PROCUREMENT				
Date	6/1/21	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.

Invoice No. 982

GSTIN : 36BFYPA0121A1Z3

Date 02/01/2021

Name Summit sales LLP GSTIN 36ACOPS2044C1Z7

Address .... P.O.No. 72991

.... 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									

MODI PROPERTIES PVT. LT. SEC'BAD INWARD No: 73023 Date: 5/1 Sign:

Certified by:

Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 15550 Dt: 4/01/21
MRN No: 87125 Dt: 4/01/21
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

 15-12-2020 15:54:24

Ori 72991 05.12.20 12:14:15

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	72991	168208
Doc Date	15-12-2020	
Quote No	Nil	
Quote Date	15-12-2020	
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 /	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	Transport cost shall be bome 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

15/12/2020

Name : ______

Contact - -

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.12.20
Site & Phase :	SHLLP	Time:	11.00
Supplier		Req. No.	168208
Material required before date:		ID No.	62228

No	Description	Size	Quantity	Units	Inward No	Date
1	Labour helmets	Male	100	nos		
2	White helmets		50	nos		
3	Teflon tape		500	nos		
4	Odonil		24	nos		
5	Acid -15		60	nos		
6	Room freshner		24	nos		
7	Bombay brooms	Big	50	nos		
8	Coconut brooms		100	nos		
9	Dettol liquid		12	nos		
10	Dust bin		12	nos		
11	Dust pan		12	nos		
12	Sponges		500	nos		
13	Mopping stick		30	nos		
14	Pvc bucket with mug		10	nos		
15	Cleaning cloth		120	nos		
16	Mopping cloth		120	nos		
17	Phenoyl		40	nos		
18	Scrubber		24	nos		
19	Lizol		48	nos		
20	Harpic		48	nos		
21	First aid kit		5	nos		

P.O. 72990
P.O. 72991

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	11.12.2020	Sign. & Date	

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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