PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/01/2021	Prepared by:	NEHA
PO/WO no.	73735	PO / WO Date.	11/01/2021
Supplier Name	Akshaya traders	PO/WO amount	3500/-
Firm/Company	SSUP	Project	SHUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1019	19/01/2021	3500/-
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3500/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87736	□ 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:	3500/-
Amount E – PO / WO value:	3500/-
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	28/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	28/01/2021	28/1					

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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 1019

Date 19/01/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 73735

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	500	7	3500	—	—	—	3500/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 15653 Dt: 20-1-21
MRN No: 87736 Dt: 20/01/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 73397
Date: 22/1

Total Amount		3500/-
Add CGST 9%		
Add SGST 9%		
Total GST		
Total Amount		3500/-

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 11-01-2021 16:56:54

Origir 73735 09.01.21 11:06:14

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**	73735	168290
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	11-01-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	11-01-2021	
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	4080 - Consumables - Bombay Brooms - Other - Nos *Small*	500.00	7.00	0.00	0.00	3,500.00
					Total Order Value . . .	**3,500.00**

Rupees : Three Thousand Five Hundred 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 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

12/01/2021

Name :

Contact ...

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	7.1.2021
ite & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168290
Material required before date:		ID No.	63010

No	Description	Size	Quantity	Units	Inward No	Date
1	LABLES		10	NOS		
2	WHITNERS		15	NOS		
3	STAMP PAD 73732		10	NOS		
4	PENCIL BOXES 73735		10	NOS		
5	ODONIL		20	NOS		
6	ROOM FRESHNER		20	NOS		
7	COCONUT BROOMS		150	NOS		
8	BOMBAY BROOMS	SMALL	500	NOS		
9	CLEANING BRUSH		15	NOS		
10						

emarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	7.1.2021	Sign. & Date	

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

APPROVED BY
-9 JAN 2021
SOHAM MODI
MANAGING DIRECTOR