

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/01/2021		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 / WO?		☒ 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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Nlehe		
Date	25/01/2021	25/1	

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.

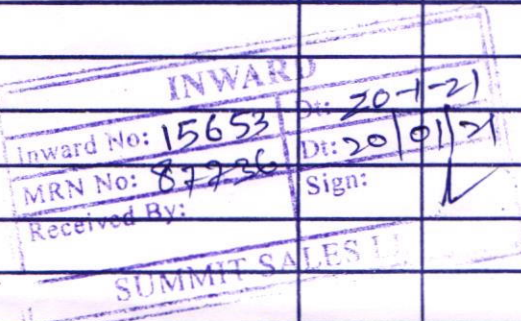
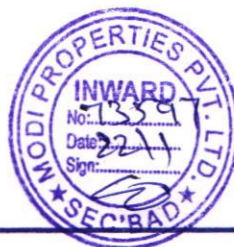
H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.



Invoice No.

1019**GSTIN : 36BFYPA0121A1Z3**Date 19/01/2021Name Summit sales LLP GSTIN 36ACPS2044U2Z7Address P.O.No. 73735State 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									

Mode of Payment :
Cash/Cheque/Cheque No.

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

Page(s) 1 Of 1

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
6-4-392/1, New Bholakpur, Secunderabad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No 73735 168290**Doc Date** 11-01-2021**Quote No** Nil**Quote Date** 11-01-2021**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.

Penalty 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 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

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

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		10	NOS			
4	PENCIL BOXES		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							
Remarks: 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