PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/01/2021	Prepared by:	NEHA
PO/WO no.	73734	PO / WO Date.	11/01/2021
Supplier Name	Akshaya traders	PO/WO amount	2520/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1020	19/01/2021	2520/-
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2520/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	2520/-
Amount E – PO / WO value:	2520/-
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	25/01/2021	27/1					

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. 1020   Date 19/01/2021

Name Summit Sales LLP   GSTIN 36AACOF8320L4C1Z7

Address   P.O.No. 73734

State   State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Goa Rope	84310	15	150	2250		270		2520.
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 15654   Dt: 20-01-21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MRN - 87737

Mode of Payment :
Cash/Cheque/Cheque No.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 13508
Date: 22/1
Sign:

Total Amount		2250/-
Add CGST 9%	135	
Add SGST 9%	135	
Total GST	270	
Total Amount		2520/-

Rupees in Words

Receiver's Signature

For Akshaya Traders
A. [illegible]
Proprietor

Purchase Order

 11-01-2021 15:16:29

73734

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**	73734	168291
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	6025 - Miscellaneous - Gova rope - NA - bundles	15.00	150.00	0.00	12.00	2,520.00
					Total Order Value . . .	**2,520.00**

Rupees : Two Thousand Five Hundred Twenty 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
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

e : ______

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	7.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168291
Material required before date:		ID No.	63004

No	Description	Size	Quantity	Units	Inward No	Date
1	GOVA ROPE 73734		15	BDL		
2	STAFF HELMETS 73736		25	NOS		
3	ARMOUR BOARD 73733		60	NOS		
4						
5						
6						
7						
8						
9						
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