

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 SSlip		Project SHUP	
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.
1.			DC matches MRN
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
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.



Invoice No. 1020

GSTIN : 36BFYPA0121A1Z3

Date 19/01/2021

Name Summit Sales LLP GSTIN 36ACOP32044C1Z7

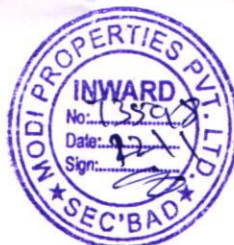
Address P.O.No. 73734

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									

Mode of Payment :

Cash/Cheque/Cheque No.



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

Rupees in Words

Receiver's
SignatureFor Akshaya Traders
Proprietor

Purchase Order



73734

09.01.21 11:06:14

Page(s) 1 Of 1

11-01-2021 15:16:29

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsAkshaya Traders
6-4-392/1, New Bholakpur, Secunderbad**GSTIN** 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	73734	168291
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 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.**Penalty 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

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