PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/01/21	Prepared by:	D.SOWMYA
PO/WO no.	74032	PO / WO Date.	21/01/21
Supplier Name	Akshaya Traders	PO/WO amount	21,547/-
Firm/Company	SSIIP	Project	SHIIP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1033	25/01/21	21,547/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21,547/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87933	☑ 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:	21,547/-
Amount E – PO / WO value:	21,547/-
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	~~23.1.2021~~ 05/02/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]	[signature] APPROVED 30 JAN 2021				
Date	29/01/21	30/1/21	MINISH PARIKH MANAGER PROCUREMENT				

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/-

Purchase Order

 21-01-2021 2:27:04 PM

74032
16.01.21 10:57:50

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	74032	168323
Doc Date	21-01-2021	
Quote No	Nil	
Quote Date	21-01-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
2	2105 - Carpentry - hardware - Holdfast - other - kgs	200.00	48.00	0.00	18.00	11,328.00
3	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	73.00	0.00	18.00	1,722.80
					Total Order Value . . .	**21,546.80**

Rupees : Twenty One Thousand Five Hundred Fourty Six and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ______________

Date : __/__/____

TAX INVOICE

AKSHAYA TRADERS

Cell : 9959611144
9381004542

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. 1033

Date. 25/1/2021

Name. Summit Sales LLP GSTIN. 36ACAFS2044C1Z7

Address. P.O.No. 74012 74032

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	P.V.C Garpah	5509	60	120	7200			1296	8496.
2	Hold fast	2670	200	48	9600			1728	11328.
3	Bombay Nails 2"	1718	20	73	1460			262.8	1722.8
4									
5									
6									
7									
8									
9									
10									
11									
12									
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14									
15									
16									
17									
18									

INWARD
Inward No: 15721 Dt: 25-1-2
GRN No: 87933 Dt: 27/01/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 3784

Total Amount		18260.
Add CGST 9%	1643.4	
Add SGST 9%	1643.4	
Total GST	3286.8	
Total Amount		21546.8

Rupees in Words..........

Receiver's Signature A. Woods

For Akshaya Traders
Proprietor

Requisition Form

Company Name:	Summit sales llp	Date:	20.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168323
Material required before date:		~~ID~~ No.	63249

No	Description	Size	Quantity	Units	Inward No	Date
1	FISHER PLUG	6MM	50	PKTS		
2	WOOD SCREWS 74031	35X8	30	PKTS		
3	WOOD SCREWS	30X8	30	PKTS		
4	HOLDFAST	4"	200	KGS		
5	BOMBAY NAILS 74032	2"	20	KGS		
6	PLASTIC GAMPA		60	NOS		
7	PLASTIZERS	20LTRS	3	NOS		
8	MEASURING TAPE 74030	5MTRS	10	NOS		
9	PVC TAPE	30MTRS	5	NOS		
10						
11						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	20.1.2021	Sign. & Date	

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

20 JAN 2021