PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/02/2021	Prepared by:	~~NEHA~~ MINISH.
PO/WO no.	73894	PO / WO Date.	18/01/2021
Supplier Name	Akshaya Traders.	PO/WO amount	6,230/-
Firm/Company	SSLLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1039	30/01/2021	6,230/-
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				6,230/-
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ Yes ☐ No
2.			88093.	☐ 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:	6,230/-
Amount E – PO / WO value:	6,230/-
Amount F – Difference (A – E): GST-18%	NIL

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	06/02/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 05 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date		5/2					

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. 1039

Date. 30/1/2021

Name. Summit sales LLP GSTIN. 36ACBFS20UUC1Z7

Address. P.O.No. 73894

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	300	7	2100	—	—	-	2100/-
2	sponges	3921	500	7	3500			630	4130/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 15732 Dt: 30-1-21
MRN No: 88095 Dt: 01/2/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

MODI PROPERTIES PVT LTD SECUNDERABAD
Inward No. 74004
Date 3/2

Total Amount		5600/-
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		6230/-

Rupees in Words.

Receiver's Signature A.

For Akshaya Traders
Proprietor

Purchase Order

 18-01-2021 15:19:54

c 73894
16.01.21 10:36:44

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	73894	168310
Doc Date	18-01-2021	
Quote No	Nil	
Quote Date	18-01-2021	
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*	300.00	7.00	0.00	0.00	2,100.00
2	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
					Total Order Value . . .	**6,230.00**

Rupees : Six Thousand Two Hundred Thirty Only.

<u>Terms and Conditions :-</u>

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 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

Name

Contact

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

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	15.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168310
Material required before date:		ID No.	63090

No	Description	Size	Quantity	Units	Inward No	Date
1✓	Acid		60	nos		
2	Vim bar		24	nos		
3	Surf		30	nos		
4 ✓	Room freshner		24	nos		
5 ✓	Odonil		48	nos		
6 ✓	Srcubber		24	nos		
7 ✓	Air freshner	X38923	24	nos		
8 ✓	Santoor handwash	X38924.	48	nos		
9✓	Lizol		48	nos		
10✓	Colin		48	nos		
✓	Harpic		48	nos		
12✓	Phenoyl		40	nos		
13✓	Bombay brooms	Big	50	nos		
14 ✓	Mopping stick		20	nos		
15✓	Coconut brooms		200	nos		
16	Sponges		500	nos		
17	Bombay brooms	Small	300	nos		
18						

Remarks:For stock maintenance

Prepared By	SOWMYA	Approved by	
Sign.& Date	15.1.2021	Sign. & Date	

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

APPROVED BY
16 JAN 2021
SOHAM MODI
MANAGING DIRECTOR