PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	04/02/21	Prepared by:	D.SOWMYA
PO/WO no.	78515	PO / WO Date.	05/01/21
Supplier Name	Akshaya Traders	PO/WO amount	16,402/-
Firm/Company	SSIIP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	991	09/01/21	16,402/-
2			
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,402/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87556	☑ 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:	16,402/-
Amount E – PO / WO value:	16,402/-
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	06.1.2021

Remarks: Original Po alongwith Barcode has misplaced kindly approve'

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kutti	DS		✓			
Date	04/02/21	4/2/21					

APPROVED BY
5 FEB 2021
MANAGING DIRECTOR

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

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. 991

Date 9/1/1 2021

Name summit sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 73515

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	carpentry-msNails-2	1718	50	60	3000			540	3540.
2	carpentry-BombayNails	1718	50	74	3700			666	4366.
3	P.V.C gompa	5509	60	120	7200			1296	8496.
4									
5									
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13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT LTD * SEC'BAD *
INWARD
No. 73445
Date
Sign. 18/1

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 15589 Dt: 9-1-21
GRN No: 87556 Dt: 15/01/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		13900.
Add CGST 9%	1251	
Add SGST 9%	1251	
Total GST	2502	
Total Amount		16402.

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Requisition Form

Company Name:	Summit sales llp	Date:	29.12.2020
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168274
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Ms nails	2"	50	kgs		
2	Bombay nails	21/2"	20	kgs		
3	Plastic gampa		60	nos		
4	Tile adhesive	20kg	20	bags		
5	Rbr bonding agent	1ltrs	10	nos		
6						
7						
8						

Remarks : For stock maintenance and site use

Prepared By	SOWMYA	Approved by	APPROVED
Sign.& Date	29.12.2020	Sign. & Date	APPROVED 04 FEB 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

Purchase Order

04-02-2021 16:05:10

Original / Office Copy / Purchase Div.Copy

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	73515	168274
Doc Date	05-01-2021	
Quote No	Nil	
Quote Date	05-01-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2138 - Carpentry - hardware - MS Nails - 2 In - kgs	50.00	60.00	0.00	18.00	3,540.00
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	50.00	74.00	0.00	18.00	4,366.00
3	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
	Rupees : Sixteen Thousand Four Hundred Two Only.				**Total Order Value . . .**	**16,402.00**

Terms and Conditions :-

Specification / Brand	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
Penality For Delay	Nil
Transportation Cost	Transport cost shall be bome 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 : __/__/____