PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/02/2021	Prepared by:	T.D. Murthy
PO/WO no.	74499	PO / WO Date.	06/02/2021
Supplier Name	Akshaya Traders	PO/WO amount	Rs. 9,039/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1056	09/02/2021	Rs. 9,039/-
2.	-	-	-
3.			
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 9,039/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1056	09/02/2021	88585	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits :_	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 9,039/-
Amount E – PO / WO value:	Rs. 9,039/-
Amount F – Difference (A – E):	-
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	**27/02/2021**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	19/2	19/2					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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. 1056

Date 09/02/2021

Name Summit sales LLP

GSTIN 36BFYPA0121A1Z3

Address

P.O.No. 74499

State ..... State Code .....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	GP Buckets	1787	24 ✓	110	2640/-			475.2	3115.2/-
2	Spade with handle	1718	20 ✓	90	1800/-			324	2124/-
3	Bombay Brooms	9603	50 ✓	50	2500/-	-	-	-	2500/-
4	Coconut brooms	9603	100 ✓	13	1300	-	-	-	1300/-
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 15807 Dt: 10/2/21
GRN No: 88585 Dt: 11/2/21
Received By: Sign:
SUMMIT SALES LLP

74399
15/2/21

Mode of Payment :
Cash/Cheque/Cheque No.

Certified by:
Stores Manager

Total Amount		8240/-
Add CGST 9%	399.6	
Add SGST 9%	399.6	
Total GST	799.2	
Total Amount		9039.2

Rupees in Words.....

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 06-02-2021 14:21:39

74499
05.02.21 11:33:36

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	**Doc No**	74499	168371
	Doc Date	06-02-2021	
GSTIN 36BFYPA0121A1Z3	**Quote No**	Nil	
9381004542 9959611144	**Quote Date**	06-02-2021	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
2	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
3	4003 - Consumables - Bombay Broom - Big - nos	50.00	50.00	0.00	0.00	2,500.00
4	4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
	Rupees : Nine Thousand Thirty Nine and Paise Twenty Only.				**Total Order Value . . .**	**9,039.20**

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
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

Name : 09/02/2021

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	4.2.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168371
Material required before date:		ID No.	63699

No	Description	Size	Quantity	Units	Inward No	Date
1	GI BUCKETS		24	NOS		
2	BLUE SHEETS 74500	12X18	10	NOS		
3	SPADE WITH HANDLE		20	NOS		
4	ACID		120	NOS		
5	BOMBAY BROOMS 74499	BIG	50	NOS		
6	COCONUT BROOMS		100	NOS		
7	HAND WASH		48	NOS		
8	LIZOL		24	NOS		
9	COLIN		20	NOS		
10	PHENOYL		20	NOS		
11	WATER BOTTLES		50	NOS		
12						
13						
14						

Remarks: for ssllp stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	4.2.2021	Sign. & Date	APPROVED BY 05 FEB 2021 SOHAM MODI MANAGING DIRECTOR

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