PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19.2.21	Prepared by:	T Bhasker
PO/WO no.	74520	PO / WO Date.	6/2/21
Supplier Name	Akshaya Trading	PO/WO amount	8968
Firm/Company	SS LLP	Project	SH LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1057	7/2/21	8968
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8968

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			88583	☐ 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:	8968
Amount E – PO / WO value:	8968
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	25/2/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19.2.21						

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.

Invoice No. 1057

GSTIN : 36BFYPA0121A1Z3

Date. 09/02/2021

Name. Summit Sales LLP GSTIN. 36BFYPA0121A1Z3

Address. P.O.No. 74520

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold Fast	1819	100	48	4800/-			864	5664/-
2	M.S. Nails 2½	1718	50	56	2800/-			504	3304/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 15805 Dt: 10/2/21
MRN No: 88583 Dt: 11/2/21
Received By: Sign:
SUMMIT SALES LLP

74396
11/2/21

Mode of Payment :
Cash/Cheque/Cheque No.

Certified by:
Stores Manager

Total Amount		7600/-
Add CGST 9%	684	
Add SGST 9%	684	
Total GST	1368	
Total Amount		8968/-

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

Receiver's Signature

For Akshaya Traders

Proprietor

 06-02-2021 14:21:39

Purchase Order

74520
05.02.21 11:35:32

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	74520	168367
Doc Date	06-02-2021	
Quote No	Nil	
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	2105 - Carpentry - hardware - Holdfast - other - kgs 4"	100.00	48.00	0.00	18.00	5,664.00
2	2137 - Carpentry - hardware - MS Nails - 2 1/2 In - kgs	50.00	56.00	0.00	18.00	3,304.00
	Rupees : Eight Thousand Nine Hundred Sixty Eight Only.				**Total Order Value . . .**	**8,968.00**

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 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 : 09/02/2021

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	3.2.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168367
Material required before date:		ID No.	63719

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher plug 74523	6mm	50	pkts		
2	Holdfast 74520	4"	100	kgs		
3	Measurement tape 74522	5mtrs	20	nos		
4	Ms nails	21/2"	50	kgs		
5	Tile grout	Silk	70	kgs		
6	Tile grout	White	70	kgs		
7	Myk damp gaurd 74525		20	kgs		
8						
9						
10						
11						
12						
13						
14						

Remarks: for ssllp stock maintenance and site use ✓

Prepared By	SOWMYA	Approved by	
Sign.& Date	3.2.2021	Sign. & Date	

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