PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/03/2021	Prepared by:	T.D. Murthy
PO/WO no.	75240	PO / WO Date.	25/02/2021
Supplier Name	Akshaya Traders	PO/WO amount	Rs. 12,776/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1094	26/02/2021	Rs. 12,776/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 12,776/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1094	26/02/2021	89437	☑ 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. 12,776/-
Amount E – PO / WO value:				Rs. 12,776/-
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	**13/03/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	10 MAR 2021				
Date	10/3/21	10/3					

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 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. 1094

Date 26/2/2021

Name Summit Sales LLP GSTIN 36AACFS2044C1Z7

Address P.O.No. 7524

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Iron Buckets	8451	48	110	5280			950.4	6230.4
2	Gova Rope	8310	20	150	3000		360		3360.
3	Spade with handle	2766	30	90	2700			486	3186.
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

Mode of Payment :

Cash/Cheque/Cheque No.

INWARD
Inward No: 15915 Dt: 26/2/21
MRN No: 89437 Dt: 01/3/21
Received By: Sign:
SUMMIT SALES LLP

No. 95165
Date 9/3

Total Amount		10980.
Add CGST 9%	898.2	
Add SGST 9%	898.2	
Total GST	1796.4	
Total Amount		12776.4

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 25-02-2021 3:42:24 PM

75240
25.02.21 10:26:00

opy

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	75240	168444
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	25-02-2021	
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	48.00	110.00	0.00	18.00	6,230.40
2	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
3	9570 - Tools - Spade with handle - NA - nos	30.00	90.00	0.00	18.00	3,186.00
					Total Order Value . . .	**12,776.40**

Rupees : Twelve Thousand Seven Hundred Seventy Six and Paise Fourty Only.

Terms and Conditions :-

Specification / 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 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 : ____________

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	24.2.2021
Supplier		Time:	12.00
Material required before date:		Req. No.	168444
		ID No.	64360

No	Description	Size	Quantity	Units	Inward No	Date
1	Gova ropes 75240		20	nos		
2	GI Buckets		48	nos		
3	Blue sheets 75238	12 X 18	10	nos		
4	Blue sheets	24 X 18	10	nos		
5	Spade with handle		30	nos		
6	Hacksaw blade - Double		200	nos		
7	Hacksaw blade - Single 75239		200	nos		
8	Safety belts		10	nos		
9	Labour helmets - male 75241		100	nos		
10	Labour helmets - female		50	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	24.2.2021	Sign. & Date	

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

APPROVED BY
25 FEB 2021
SOHAM MODI
MANAGING DIRECTOR