PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/3/21	Prepared by:	NEHA
PO/WO no.	74690	PO / WO Date.	11/2/21
Supplier Name	Akshaya Traders	PO/WO amount	3,492/-
Firm/Company	SSLLP	Project	S. Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1091	26/2/21	3492/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3492/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89424	☑ 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:	3492/-
Amount E – PO / WO value:	3492/-
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	16/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	APPROVED 13 MAR 2021				
Date	10/3/21	12/3	MANISH PAREKH				

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. 1091

Date 26/2/2021

Name Summit sales LLP GSTIN 36ACDFS2044C1Z7
Address P.O.No. 76690
State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay nails 2"	1817	20	74	1480			266.4	1746.4
2	Bombay nails 2½	1817	20	74	1480			266.4	1746.4
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES SEC'BAD
INWARD No. 15168
Date 9/3
Sign:

Certified by:
Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
No. 15912 26/2/21
MRN No. 89424 27/2/21
Received by:
SUMMIT SALES

Total Amount		2960-
Add CGST 9%	266.4	
Add SGST 9%	266.4	
Total GST	532.8	
Total Amount		3492.8

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

11-02-2021 3:11:41 PM

74690

10.02.21 4:59:46

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**	74690	168385
	Doc Date	11-02-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	11-02-2021	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
					Total Order Value . . .	**3,492.80**

Rupees : Three Thousand Four Hundred Ninty Two and Paise Eighty Only.

Terms and Conditions :-

Specification /	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	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 : 11/02/2021

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp		Date:	9.2.2021		
Site & Phase :	Summit housing llp		Time:	12.00		
Supplier			Req. No.	168385		
Material required before date:			ID No.	63787		

No	Description	Size	Quantity	Units	Inward No	Date
1	RBR BONDING AGENT	3LTRS	10	NOS		
2	TILE ADHESIVE 74689	25KG	40	KGS		
3	BOMBAY NAILS 74690	2”	20	KGS		
4	BOMBAY NAILS	21/2”	20	KGS		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Remarks: Stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	9.2.2021	Sign. & Date	APPROVED BY 10 FEB 2021 SOHAM MODI MANAGING DIRECTOR

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