

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10/3/21		Prepared by: NEHA					
PO/WO no. 74961		PO / WO Date. 19/2/21					
Supplier Name Akshaya Traders		PO/WO amount 5,430/-					
Firm/Company Sshrp		Project S Housing LLP					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	1092	26/2/21	5430/-				
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):			5430/-				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			89431	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B - Other Credits : Transportation charges							
Amount C - Other Debits :							
Amount D (D=A+B-C) - Amount to be credited to the supplier:			5430/-				
Amount E - PO / WO value:			5430/-				
Amount F - Difference (A - E): GST-18%							
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes - Rs. ___/- <input checked="" type="checkbox"/> No					
Payment - due date		16/3/21					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:							
Date	11/3/21	18/3	13 MAR 2021				

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. 1092

GSTIN : 36BFYPA0121A1Z3

Date: 26/2/2021

Name: Summit Sales LLP GSTIN: 36ALOP5204HC1Z7

Address: P.O.No. 7.H.9.61

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130
2	Coconut brooms	9603	100	13	1300				1300
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									



Certified by: [Signature]
Stores Manager

Mode of Payment: Cash/Cheque/Cheque

Invoice No: 15913, Date: 26/2/21
Received by: 89431, Date: 01/3/21
Sign: [Signature]
SUMMIT SALES LLP

Total Amount		2800
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		5430

Rupees in Words:

Receiver's Signature: A. W... Proprietor For Akshaya Traders

Purchase Order



74961

16.02.21 11:20:53

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20-02-2021 11:54:51 AM

Front 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	74961	168414
Doc Date	19-02-2021	
Quote No	Nil	
Quote Date	19-02-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
2 4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
Total Order Value . . .					5,430.00

Rupees : Five Thousand Four Hundred Thirty 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
Penalty 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 qty & specs. Breakage in your account. Above order for Stock maintain purpose
Completion Date Nil
Measurement Nil
Security Nil
Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : ___/___/___

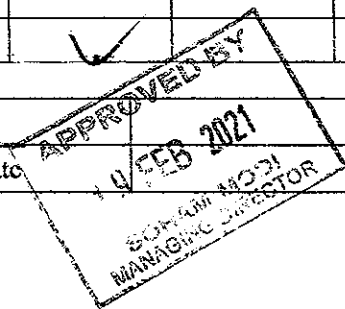
Requisition Form

Company Name:		Summit sales llp	Date:	17.2.2021		
Site & Phase :		Summit housing llp	Time:	12.00		
Supplier			Req. No.	168414		
Material required before date:			ID No.	64103		
No	Description	Size	Quantity	Units	Inward No	Date
1	Teflon tape 74959		500	nos		
2	Blue sheet 74960	24 X 18	10	nos		
3	Acid	1 lit	120	nos		
4	Odonil		48	nos		
5	Yellow cloth		120	nos		
6	Dettol liquid		10	nos		
7	Vimbar		24	nos		
8	Surf		30	nos		
9	Air pocket		30	nos		
10	Lizol		48	nos		
11	Harpic		24	nos		
12	Colin		48	nos		
13	Phynie		40	nos		
14	Bombay brooms - Big		50	nos		
15	Sponges		500	nos		
16	Mopping sticks		30	nos		
17	Cob web stick		10	nos		
18	Wiper		10	nos		
19	Coconut brooms 74961		100	nos		
20	Water bottle		60	nos		
21	Scrubber		24	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA	Sign. & Date	
Sign. & Date	17.2.2021	Sign. & Date	

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



APPROVED BY
 14 FEB 2021
 SOHAMI MOJJI
 MANAGING DIRECTOR