PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/3/21	Prepared by:	NEHA
PO/WO no.	74973	PO / WO Date.	20/2/21
Supplier Name	Akshaya Traders	PO/WO amount	25,670.90/-
Firm/Company	SHUp	Project	SHUp
Sl. No.	Bill No.	Bill Date	Bill amount
1	1093	26/2/21	25670.90/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			25670.90/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89435	☑ 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:	25670.90/-
Amount E – PO / WO value:	25670.90/-
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		APPROVED 13 MAR 2021 MANISH PARIKH				
Date	10/3/21						

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. 1093

GSTIN : 36BFYPA0121A1Z3

Date 26/2/2021

Name: Summit sales LLP GSTIN 36ACQRS2044C1Z7

Address: P.O.No. 74973

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Wood screws (30x8)	1817	30	38-50	1155			207.9	1362.9
2	Bombay Nails 2"	1718	50	74	3700			666	4366.
3	Bombay Nails 2½	1718	50	74	3700			666	4366.
4	MS Nails 2"	1718	50	60	3000			540	3540.
5	MS Nails 3"	51718	50	60	3000			540	3540.
6	PVC Lamp B.J	5509	60	120	7200			1296	8496.
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
No.: 15914 26/2/21
GRN No: 89435 01/3/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		21755.
Add CGST 9%	1957.95	
Add SGST 9%	1957.95	
Total GST	3915.9	
Total Amount		25670.9

Mode of Payment :
Cash/Cheque/Cheque No.

No. 75166
Date 9/3

Certified by:
Stores Manager

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 20-02-2021 11:54:51 AM

74973
16.02.21 11:20:53

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	74973	168411
Doc Date	20-02-2021	
Quote No	Nil	
Quote Date	20-02-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos	30.00	38.50	0.00	18.00	1,362.90
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	50.00	74.00	0.00	18.00	4,366.00
3	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	50.00	74.00	0.00	18.00	4,366.00
4	2138 - Carpentry - hardware - MS Nails - 2 In - kgs	50.00	60.00	0.00	18.00	3,540.00
5	2140 - Carpentry - hardware - MS Nails - 3 In - kgs	50.00	60.00	0.00	18.00	3,540.00
6	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**25,670.90**

Rupees : Twenty Five Thousand Six Hundred Seventy and Paise Ninty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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 use purpose.
Completion Date	Nil
	Nil

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:	18.2.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168411
Material required before date:		ID No.	6406

No	Description	Size	Quantity	Units	Inward No	Date
1	Wood screws	30 X 8 mm	30	pkts		
2	Measuring tape (pvc) 74974	30 mtrs	05	nos		
3	Measuring tape (steel)	50 mtrs	02	nos		
4	Bombay nails	2"	50	kgs		
5	Bombay nails	2 1/2"	50	kgs		
6	MS nails 74973	2"	50	KGS		
7	MS nails	3"	20	kgs		
8	Plastic gampa	17"	60	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	18.2.2021	Sign. & Date	

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

APPROVED BY
19 FEB 2021
SOHAM MODI
MANAGING DIRECTOR