PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/03/2021	Prepared by:	MINUH.
PO/WO no.	7525	PO / WO Date.	25/02/2021
Supplier Name	Akshaya (trader's).	PO/WO amount	6,230/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1119.	09/03/2021	6,230/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,230/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89859	☑ 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:	6,230/-
Amount E – PO / WO value:	6,230/-
Amount F – Difference (A – E): GST-18%	NIL.
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	20/03/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		15 MAR 2021				
Date		15/3					

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. 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. 1119

Date 09/03/2021

Name Summit Sales LLP GSTIN 36ACOPS9244C177

Address P.O.No. 75251

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	300	7	2100	-	-	-	2100/-
2	Sponges	3921	500	7	3500			630	4130/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MOD PROPERTY SEC'BAD INWARD No 75261 Date: 10/3 Sign:

Certified by:

Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD

Inward No: 15995	Dt: 9/3/21
MRN No: 89859	Dt: 9/3/21
Received By:	Sign:

SUMMIT SALES LLP

Total Amount		5600/-
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		6230/-

Rupees in Words

Receiver's Signature

For Akshaya Traders

A Sureesh

Proprietor

 01-Mar-21 2:13:26 PM

Purchase Order

75251
25.02.21 10:26:00

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**	75251	168446
	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	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	7.00	0.00	0.00	2,100.00
2	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
					Total Order Value . . .	**6,230.00**

Rupees : Six Thousand Two Hundred Thirty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Transport cost shall be bome 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
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	Date:	24.2.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168446
Material required before date:		ID No.	64363

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1 lit	60	nos		
2	Phenyl		20	nos		
3	Colin		40	nos		
4	Harpic		48	nos		
5	Lizol		48	nos		
6	Vimbar		24	nos		
7	Santoor hand wash		48	nos		
8	Surf 75250		60	nos		
9	Dettol liquid		10	nos		
10	Scrubber 75251		36	nos		
11	Mopping cloth		120	nos		
12	Cleaning cloth - yellow		120	nos		
13	Wiper		10	nos		
14	Cob web stick		10	nos		
15	Dust pan		24	nos		
16	Mopping stick		30	nos		
17	Bombay brooms	Big	50	nos		
18	Water bottles		36	nos		
19	Plastic bucket with mug		10	nos		
20	Bombay broom	Small	300	nos		
21	Sponges		500	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	24.2.2021	Sign. & Date	APPROVED BY 25 FEB 2021 MANAGING DIRECTOR

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