PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/12/20	Prepared by:	NEHA .C
PO/WO no.	73068	PO / WO Date.	17/12/20
Supplier Name	Akshaya Traders	PO/WO amount	121626/-
Firm/Company	Summit sales llp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	948	19/12/20	121626/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			121626/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86579	☑ 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:	121626/-
Amount E – PO / WO value:	121626/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	30/12/20	31/12					

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. **948**

Date. 19/12/2020

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 73068

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	PVC Gampulu	5509	60 ✓	120	7200			1296	8496-
2	Bombay nales	1718	50 ✓	70	3500			630	4130-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 1263
Date: 28/12
Sign:

Certified by:

Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 15471 Dt: 19/12/20
GRN No: 86529 Dt: 28/12/20
Received By: Sign:
SUMMIT SALES LLP

Total Amount		10700-
Add CGST 9%	963	
Add SGST 9%	963	
Total GST	1926	
Total Amount		12626-

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

 17-12-2020 4:51:26 PM

Purchase Order

Origir 73068
16.12.20 11:34:54

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	73068 168225
	Doc Date	17-12-2020
	Quote No	Nil
	Quote Date	17-12-2020
	SupplyType	Supply

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	50.00	70.00	0.00	18.00	4,130.00
					Total Order Value . . .	**12,626.00**

Rupees : Twelve Thousand Six Hundred Twenty Six Only.

Terms and Conditions :-

Specification / Brand	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,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	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 :

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	16.12.20
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168225
Material required before date:		ID No.	62350

No	Description	Size	Quantity	Units	Inward No	Date
1	BOMBAY NAILS	2"	50	KGS		
2	RBR BONDING AGENT	3LTRS	6	NOS		
3	ROFF TILE ADHESIVES 73035	25KG	10	NOS		
4	PLASTIC GAMPA		60	NOS		
5	RBR BONDING AGENT	1 LTR	10	NOS		
6	73068					
7						
8						
9						

Remarks: For stock maintenance and site use

APPROVED
17 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	SOWMYA	Approved by	
Sign.& Date	16.12.20	Sign. & Date	

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