PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/3/21	Prepared by:	NEHA
PO/WO no.	7561	PO / WO Date.	16/3/21
Supplier Name	Akshaya traders	PO/WO amount	5664/-
Firm/Company	SSUP	Project	SHUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1134	23/3/21	5664/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5664/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90456	□ 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:				5664/-
Amount E – PO / WO value:				5664/-
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	2/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	29 MAR 2021				
Date	27/3/21	28/3					

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.

Invoice No. 1134

GSTIN : 36BFYPA0121A1Z3

Date 23/3/2021

Name: Summit SS LLP GSTIN 36ACQFS2044C1Z7

Address: P.O.No. 7561

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hole fast	1718	100	48	4800			864	5664
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 15298

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16065 Dt: 23/3/21
GRN No: 90456 Dt: 24/3/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4800-
Add CGST 9%	432	
Add SGST 9%	432	
Total GST	864	
Total Amount		5664-

Rupees in Words

Receiver's Signature A.

For Akshaya Traders
Proprietor

 18-03-2021 11:57:56 AM

Purchase Order

75611
15.03.21 12:26:20

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**	75611	168476
	Doc Date	16-03-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	16-03-2021	
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	2105 - Carpentry - hardware - Holdfast - other - kgs	100.00	48.00	0.00	18.00	5,664.00
					Total Order Value . . .	**5,664.00**

Rupees : Five Thousand Six Hundred Sixty Four 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 : ______________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	10.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168476
Material required before date:		ID No.	64618

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher 75610	6 mm	50	pkts		
2	SS Screws 75612	32 x 6 mm	20	pkts		
3	SS Screws	35 x 8 mm	20	pkts	114	
4	Wood screws	30 x 8 mm	30	pkts	125	
5	Hold fast 75611	4"	100	kgs		

Remarks: Stock maintenance and site use

APPROVED BY
09 MAR 2021
SOHAM MODI
MANAGING DIRECTOR

Prepared By	NEHA		
Sign.& Date	10.03.2021	Sign. & Date	

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