PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/04/21	Prepared by:	NEHA
PO/WO no.	75930	PO / WO Date.	~~7~~, 26/03/21
Supplier Name	Akshaya Traders	PO/WO amount	7,882.40
Firm/Company	Summit Sales UP	Project	Summit Housing UP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1149	31/03/21	7,882.40
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,882.40

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90842	□ 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:				7,882.40
Amount E – PO / WO value:				7,882.40
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	12/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Moi	[signature]					
Date		7/4					

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. 1149

Date 31/3/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1ZF

Address P.O.No. 75930

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold pak	1718	50	48	2400			432	2882.
2	m.s Nail's 2½	1718	50	56	2800			504	3304.
3	2inc Bombay Nails	1718	20	74	1480			266.4	1746.4
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. 76239
Date 2/4/21
Sign.

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16133 Dt: 31/3/21
MRN No: 90842 Dt: 01/4/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		6680-
Add CGST 9%	601-2	
Add SGST 9%	601.2	
Total GST	1202.4	
Total Amount		7882.4

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 26-03-2021 4:40:05 PM

75930
24.03.21 11:13:31

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**	75930	168526
	Doc Date	26-03-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	26-03-2021	
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	50.00	48.00	0.00	18.00	2,832.00
2	2137 - Carpentry - hardware - MS Nails - 2 1/2 In - kgs	50.00	56.00	0.00	18.00	3,304.00
3	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
					Total Order Value . . .	**7,882.40**

Rupees : Seven Thousand Eight Hundred Eighty Two and Paise Fourty 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:	23.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168526
Material required before date:		ID No.	64997

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast	4”	50	kgs		
2	Ms nails 75930	2 1/2”	50	kgs		
3	Bombay nails	2”	20	kgs		
4	Tile grout 75931	White	70	nos		
5						
6						
7						
8						
9						

Remarks: Stock maintenance and site use

Prepared By	NEHA		APPROVED BY 25 MAR 2021 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	23.3.2021	Sign. & Date	

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