PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	05/04/21	Prepared by:	NEHA
PO/WO no.	75950	PO / WO Date.	27/3/21
Supplier Name	Akshaya Traders	PO/WO amount	40801-
Firm/Company	SSLhp	Project	SHLhp
Sl. No.	Bill No.	Bill Date	Bill amount
1	1150	31/3/21	40801-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			40801-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90843	☑ 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:	40801-
Amount E – PO / WO value:	40801-
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:	Moni	[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

Cell : 9959611144
9381004542

AKSHAYA TRADERS

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. 1150 Date 31/3/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 75950

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Goa rope	8410	10	150	1500		180		1680.
2	Bombay brooms	9603	300	8	2400	—	—	—	2400.
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. 7953 Date 2/4/21

INWARD
Inward No: 16134 Dt: 31/3/21
MRN No: 90843 Dt: 01/4/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

Total Amount		3900.
Add CGST 9%	90	
Add SGST 9%	90	
Total GST	180	
Total Amount		4080.

Rupees in Words

Receiver's Signature

For Akshaya Traders
A-508828
Proprietor

Purchase Order

Origin 75950 24.03.21 11:13:31

Page(s) 1 Of 1 27-03-2021 10:11:48 AM

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	75950	168530
Doc Date	27-03-2021	
Quote No	Nil	
Quote Date	27-03-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6025 - Miscellaneous - Gova rope - NA - bundles	10.00	150.00	0.00	12.00	1,680.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
					Total Order Value . . .	**4,080.00**

Rupees : Four Thousand Eighty Only.

Terms and Conditions :-

Specification /	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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & 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:	24.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168530
Material required before date:		ID No.	64994

No	Description	Size	Quantity	Units	Inward No	Date
1	Dettol liquid		12	nos		
2	Air packets		25	nos		
3	Colin		20	nos		
4	Phinyle		40	nos		
5	Bombay broom	Big	50	nos		
6	Bubble can 75950	20 Ltrs	20	nos		
7	Gova ropes		10	nos		
8	Hacksaw blade - double 75936		200	nos		
9	Hacksaw blade - single 75949		300	nos		
10	Spirit level tape 75951	5 m	20	nos		
11	Coconut brooms		100	nos		
12	Bombay brooms	Small	300	nos		
13	Safety belt		10	nos		

Remarks: Stock maintenance and site use

Prepared By	NEHA	Approved by	
Sign.& Date	24.03.2021	Sign. & Date	

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

APPROVED BY
25 MAR 2021
SOHAM MODI
MANAGING DIRECTOR