

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21.4.21		Prepared by: T Bhasker	
PO/WO no. 76250		PO / WO Date. 8/4/21	
Supplier Name Akshaya Friday		PO/WO amount 14160	
Firm/Company SSCP		Project SSCP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1166	15/4/21	14160
2			
3			
4			14160
Amount A – Bills total(Excluding Transport & Hamali Charges):			
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			81256 ☒ 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: 14160			
Amount E – PO / WO value: 14160			
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		23/4/21	
Remarks: Invoice - 20			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	21.4.21	22/4	

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
9381004542Suppliers : 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. 1166

GSTIN : 36BFYPA0121A1Z3

Date 15/4/2021

Name.....Summit Sales LLP.....GSTIN 36ACQFS2044C1Z7

Address.....P.O.No. 76250

State.....State Code.....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold Fast	1718	100	48	4800			864	5664
2	PVC gampalu	9603	60	120	7200			1296	8496
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14	Certified by:								
15									
16									
17	Stores Manager								
18									

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD	
Inward No: 16207	Dt: 15/4/21
MKN No: 9/286	Dt: 17/4/21
Received By:	Sign: sw
SUMMIT SALES LLP	

Total Amount	12000
Add CGST 9%	1080
Add SGST 9%	1080
Total GST	2160
Total Amount	14160

Rupees in Words.....

Receiver's
SignatureFor Akshaya Traders
A-208325
Proprietor

Purchase Order

Page(s) 1 Of 1

08-04-2021 4:32:37 PM

Orig



76250

30.03.21 4:59:15

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 93810045429959611144	Doc No	76250	168573
	Doc Date	08-04-2021	
	Quote No	Nil	
	Quote Date	08-04-2021	
	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
2 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
Total Order Value . . .					14,160.00

Rupees : Fourteen Thousand One Hundred Sixty 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

Penalty 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 maintenance purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Accepted the above Terms And Conditions

For **Akshaya Traders**

For **Summit Sales LLP**

Authorised Signatory

Name :

Name : _____

Date : __/__/__

[illegible]

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