PURCHASE DIVISION

Advice for approval for credit to supplier E

Date:	26/4/21	Prepared by:	Hemanth
PO/WO no.	76391	PO / WO Date.	15/4/21
Supplier Name	Akshaya Traders	PO/WO amount	4,960/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1177	23/4/21	4,960/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,960/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1177	25/4/21	91443	☑ 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:	4,960/-
Amount E – PO / WO value:	4,960/-
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	30/4/21
Remarks:	Including R 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	26 APR 2021				
Date	26/4						

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. 1177

Date 23/4/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 76391

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Broom	9603	200	8	1600	–	–	–	1600
2	Goa Ropes	8310	20	150	3000	360			3360
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. 79918 Date 24/4 Sign.

Total Amount		4600
Add CGST 9%	180	
Add SGST 9%	180	
Total GST	360	
Total Amount		4960

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16254 Dt: 23/4/21
GRN No: 91444 Dt: 23/4/21
Received By: Sign:
SUMMIT SALES LLP

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 16-04-2021 3:51:51 PM Ori

76391
30.03.21 5:01:54

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	**Doc No**	76391	168581
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	15-04-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	15-04-2021	
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	4080 - Consumables - Bombay Brooms - Other - Nos	200.00	8.00	0.00	0.00	1,600.00
2	6025 - Miscellaneous - Gova rope - NA - bundles	20.00	150.00	0.00	12.00	3,360.00
					Total Order Value . . .	**4,960.00**

Rupees : Four Thousand Nine Hundred Sixty 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

...ny Name:	Summit sales llp	Date:	08.4.2021
... & Phase :	Summit housing llp	Time:	16.00
...pplier		Req. No.	168581
Material required before date:		ID No.	65340

No	Description	Size	Quantity	Units	Inward No	Date
1	Gova rope		20	nos		
2	Dettol liquid		10	nos		
3	Vimbar		24	nos		
4	Surf		30	nos		
5	Bombay brooms - small 76391		200	nos		
6	Dust pan		24	nos		
7	Harpic		24	nos		
	~~76345~~					
				16		

Remarks: for stock maintenance purpose

Prepared By	NEHA		
Sign.& Date	08.4.2021	Sign. & Date	9\4

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