PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	26/4/21	Prepared by:	HEMENDRA
PO/WO no.	76498	PO / WO Date.	20/4/21
Supplier Name	Akshaya Trader	PO/WO amount	19,824/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1178	23/4/21	19,824/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,824/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1178	23/4/21	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:	19,824/-
Amount E – PO / WO value:	19,824/-
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:	Lecture R 20/-.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			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

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.

Invoice No. 1178
GSTIN : 36BFYPA0121A1Z3
Date 23/4/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 76498

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	notpad	1718	300	56	16800			3024	19824
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

...PERTIES PVT LTD
INWARD 79919
Date 26/4
SEC'BAD

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16253 Dt: 23/4/21
MRN No: 91443 Dt: 23/4/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		16800
Add CGST 9%	1512	
Add SGST 9%	1512	
Total GST	3024	
Total Amount		19824

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

76498
16.04.21 1:10:45

 20-04-2021 3:42:45 PM

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**	76498	168595
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	20-04-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	20-04-2021	
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	2105 - Carpentry - hardware - Holdfast - other - kgs	300.00	56.00	0.00	18.00	19,824.00
					Total Order Value . . .	**19,824.00**

Rupees : Ninteen Thousand Eight Hundred Twenty 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 : 21/04/2021

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.04.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	14.00
Supplier		Req. No.	168595
Material required before date:		ID No.	65496

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold Fast 76498	4”	300	kg		
2	Tile Adhesive(Ruff Brand) 76500	20kg	25	Bags		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Remarks:FOR STOCK MAINTANENCE PURPOSE

Prepared By	BHAVANI		
Sign.& Date	17.4.2021	Sign. & Date	APPROVED BY 19 APR 2021 SOHAM MODI MANAGING DIRECTOR

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