PURCHASE DIVISION

Advice for approval for credit to supplier

12/5/21

Date:	14/5/21	Prepared by:	HEMENDRA
PO/WO no.	77074	PO / WO Date.	10/5/21
Supplier Name	Akshaya Traders	PO/WO amount	5,000/-
Firm/Company	SSLCP	Project	SLCP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1209	11/5/21	5,000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,000/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1209	11/5/21	92003	☑ 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:	5,000/-
Amount E – PO / WO value:	5,000/-
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	
Remarks: Inwarded	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date		13/5					

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. 1209

Date 11/5/2021

Name Summit Sales LLP GSTIN 36ACOFS2044C127

Address P.O.No. 77074

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms(Big)	9603	50 ✓	52	2600	—	—	—	2600
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

INWARD
No. 80495
Date 14/5
Sign.
SEC'BAD

Mode of Payment :
Cash/Cheque/Cheque No.

Inward No: 16362 Dt: 11/5/21
MRN No: 92003 Dt: 13/5/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount	5000.
Add CGST 9%	
Add SGST 9%	
Total GST	
Total Amount	5000.

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

77074
06.05.21 4.35.38

 10-05-2021 2:37:24 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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	77074	168664
	Doc Date	10-05-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	10-05-2021	
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	4003 - Consumables - Bombay Broom - Big - nos	50.00	52.00	0.00	0.00	2,600.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
					Total Order Value . . .	**5,000.00**

Rupees : Five Thousand 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 : 11/05/2021

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

1257

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.05.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	04:00
Supplier		Req. No.	168664
Material required before date:		ID No.	66029

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay Broom 22074	Big	50	nos		
2	Bombay Broom	Small	300	nos		
3	Mopping Stick	NA	30	nos		
4	Scrubber	NA	24	nos		
5	Lizol	NA.	24	nos		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	06.05.2021	Sign. & Date	

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

APPROVED BY
-4 MAY 2021
SOHAM MODI
MANAGING DIRECTOR