12/5

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/5/21	Prepared by:	HEMENDRA
PO/WO no.	76872	PO / WO Date.	3/5/21
Supplier Name	Akshaya Traders	PO/WO amount	19,014/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1207	11/5/21	19,014/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,014/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1207	11/5/21	92002	☐ ~~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:	19,014/-
Amount E – PO / WO value:	19,014/-
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: Imam [illegible]	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date		15/5					

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

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. 1207

Date 11/5/2021

Name Summit Sales LLP

GSTIN 36ACDFS2044C1Z7

Address

P.O.No. 76872

State

State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Iron Buckets	1720	48	110	5280			950.4	6230.4
2	Spade With Handle	1718	20	90	1800			324	2124.
3	Sponges	3921	1000	7	7000			1260	8260.
4	Bombay Brooms	9603	300	8	2400	—	—	—	2400.
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. 80499
Date 14/5
Sign.

Mode of Payment :
Cash/Cheque/Cheque No.

RECEIVED
Inward No: 16361 11/5/21
MRN No: 92002 13/5/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		16480.1
Add CGST 9%	1267.2	
Add SGST 9%	1267.2	
Total GST	2534.4	
Total Amount		19014.40

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 03-05-2021 10:57:04 AM

76872
06.05.21 4:35:37

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**	76872	168645
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	03-05-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	03-05-2021	
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	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
2	9570 - Tools - Spade with handle - NA - nos	20.00	90.00	0.00	18.00	2,124.00
3	4057 - Consumables - Sponges - NA - nos	1,000.00	7.00	0.00	18.00	8,260.00
4	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
					Total Order Value . . .	**19,014.40**

Rupees : Ninteen Thousand Fourteen and Paise Fourty 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		
Site & Phase :	SUMMIT HOUSING LLP	Date:	28.04.2021
Supplier		Time:	03:00
Material required before date:		Req. No.	168645
		ID No.	65812

No	Description	Size	Quantity	Units	Inward No	Date
1	GI Buckets 76872		48	nos		
2	Blue Sheet	18x24	10	sft		
3	Spade With Handles		20	nos		
4	Mopping Cloth		120	nos		
5	Yellow Cloth		120	nos		
6	Checks Cloth		120	nos		
7	Dettol Liquid		10	nos		
8	Dettol Hand Wash		48	nos		
9	Water Bottles		60	nos		
10	Babul Can	20ltrs	20	nos		
11	Room Freshner		36	nos		
12	Odonil		50	nos		
13	Surf		60	nos		
14	Vim Bar		48	nos		
15	Lizol		48	nos		
16	Harpic		48	nos		
17	Phinyle		40	nos		
18	Colin		60	nos		
19	Safety Belt 76873		20	nos		
20	Wiper		20	nos		
21	Dust Pan		24	nos		
22	Bambay Broom	Big	50	nos		
23	Mopping Stick		30	nos		
24	PVC Bucket		10	nos		
25	Acid		120	nos		
26	Teflon Tape 76874		500	nos		
27	Sponges		1000	nos		
28	Bambay Broom	Small	300	nos		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	28.04.2021	Sign. & Date	

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

APPROVED BY
-1 MAY 2021
MANAGING DIRECTOR