R 17/5

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/5/21	Prepared by:	HEMENDRA
PO/WO no.	76979	PO / WO Date.	7/5/21
Supplier Name	Akshaya Traders	PO/WO amount	11,800/=
Firm/Company	SSUP	Project	SLICP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1208	11/5/21	11,800/
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			11,800/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1208	11/5/21	92004	☑ 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:	11,800/=
Amount E – PO / WO value:	11,800/=
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: Invoice Recd	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date		18/5					

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. 1208

Date 11/5/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 76979

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	MS Nails-2 1/2 Inch	1718	50	56	2800			504	3304.
2	PVC Gampas	5509	60	120	7200			1296	8496.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

PROPERTIES PVT LTD
INWARD 80494
Date 14/5
SEC'BAD

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16363 Dt: 11/5/21
MRN No: 92004 Dt: 13/5/21
Received by:
SUMMIT SALES LLP

Total Amount		10,000.
Add CGST 9%	900	
Add SGST 9%	900	
Total GST	1800	
Total Amount		11800.

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

76979
06 05.21 4:35:37

 08-05-2021 2:55:58 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**	76979	168661
	Doc Date	07-05-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	07-05-2021	
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	2137 - Carpentry - hardware - MS Nails - 2 1/2 In - kgs	50.00	56.00	0.00	18.00	3,304.00
2	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**11,800.00**

Rupees : Eleven Thousand Eight Hundred 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 : 11/05/2021

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04.05.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	168661
Material required before date:		ID No.	65933

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Nails	2 1/2	50	kgs		
2	PVC gampa 76979		60	nos		
3	Tile Adhesive(roff Brand)	20kgs	20	nos		
4	RBR Bonding Agent 76980	3ltrs	6	nos		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	04.05.2021	Sign. & Date	

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

APPROVED BY
05 MAY 2021
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
05 MAY 2021
SOHAM MODI
MANAGING DIRECTOR