

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/06/21		Prepared by: K. Praveen	
PO/WO no.	77623	PO / WO Date.	15/06/21
Supplier Name	AK Shaya Traders	PO/WO amount	1.746/—
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1274	24/06/21	1.746/—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1.746/—
Sl. No.	DC No	DC. Date	MRN No.
1.	1274	24/06/21	93116
2.			
3.			
Amount B –Other Credits : Transportation charges			—
Amount C –Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1.746/—
Amount E – PO / WO value:			1.746/—
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		28/06/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Praveen		
Date	26/06/21	26/06/21	

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/-

Purchase Order

Page(s) 1 Of 1

15-06-2021 11:30:03 AM



77623

15.06.21 10:50:24

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, Secunderabad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	77623	168745
Doc Date	12-06-2021	
Quote No	Nil	
Quote Date	12-06-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

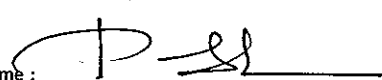
Item Name	Qty	Rate	Dis%	GST	Amount
1 2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
Total Order Value . . .					1,746.40
Rupees : One Thousand Seven Hundred Fourty Six and Paise Fourty Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty 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 use purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		08-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00	
Supplier				Req. No.		168745	
Material required before date:				ID-No.		66598	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Measurement tapes	100mts	02	Nos			
2	Bombay nails	2 1/2 "	20	Kgs			
3	Steel measuring tapes	30 mts	07	Nos			
Remarks: For stock maintenance purpose							
Prepared By		BIIAVANI					
Sign. & Date		08-06-2021		Sign. & Date			

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

