✓E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/6/21	Prepared by:	Snehapriya
PO/WO no.	77631	PO / WO Date.	12/6/21
Supplier Name	Akshaya Traders.	PO/WO amount	5,040/-
Firm/Company	SSLLP	Project	SSLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1273	24/6/2021	5,040/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,040/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	93108	☐ 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:	5,040/-
Amount E – PO / WO value:	5,040/-
Amount F – Difference (A – E): GST-18%	0

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	28/6/21
Remarks: material received at site	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: Indra		[signature]					
Date 26/6/21		26/6/21					

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/-

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. 1273

Date 24/6/2021

Name Summit Sales LLP GSTIN 36ACBFS2044C1Z7

Address P.O.No. 77631

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Goua Rope	8530	30	150	4500		540		5040.
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14	Certified by								
15									
16									
17	Stores Manager								
18									

PROPERTIES PVT. LTD. * SEC'BAD INWARD No. 8155 Date 26/6 Sign.

Mode of Payment : Cash/Cheque/Cheque No

INWARD
Inward No: 16510 Dt: 24/6/21
MRN No: 93108 Dt: 28/6/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4500.
Add CGST 9%	270	
Add SGST 9%	270	
Total GST	540	
Total Amount		5040.

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 15-06-2021 10:39:20 AM

77631
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, Secunderbad	**Doc No**	77631	168710
	Doc Date	12-06-2021	
GSTIN 36BFYPA0121A1Z3	**Quote No**	Nil	
9381004542 9959611144	**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	6025 - Miscellaneous - Gova rope - NA - bundles	30.00	150.00	0.00	12.00	5,040.00
					Total Order Value . . .	**5,040.00**

Rupees : Five Thousand 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	Date:	10-06-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00
Supplier		Req. No.	168710
Material required before date:		ID No.	66610

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Spacers All in One- RCC 77629		5000	Nos		
2	Gova Rope 77631		30	Bundle		
3	Blue Sheet 77632	24x18	4320	Sft		
4	Project Folder	A4	100	Nos		
5	Calculator 77633		10	Nos		

Remarks:For stock maintenance purpose			
Prepared By	BHAVANI		
Sign.& Date	10-06-2021	Sign. & Date	

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

APPROVED BY
11 JUN 2021
SOHAM MODI
MANAGING DIRECTOR