

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/06/21		Prepared by: K. Praveen	
PO/WO no. 77838		PO / WO Date. 19/06/21	
Supplier Name AKshaya Traders		PO/WO amount 8,496 / -	
Firm/Company SLLP		Project SLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1275	24/06/21	8,496 / -
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			8,496 / -
Sl. No.	DC No	DC. Date	MRN No.
1.	1275	24/06/21	93115
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:			8,496 / -
Amount E - PO / WO value:			8,496 / -
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:			
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/-



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.

Invoice No. **1275**

GSTIN : **36BFYPA0121A1Z3**

Date **24/6/2021**

Name **Summit sales LLP** GSTIN **36ACBF820441277**

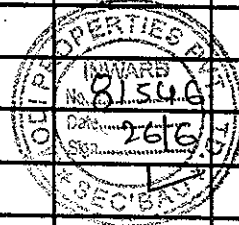
Address..... P.O.No. **77838**

State..... State Code.....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	PVC Braupg (Big)	5509	60	120	7200			1296	8496
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager



Mode of Payment :
Cash/Cheque/Cheque

INWARD
Inward No: **16511** Dt: **24/6/21**
MRN No: **93115** Dt: **25/6/21**
Received By: **[Signature]** Sign: **[Signature]**
SUMMIT SALES LLP

Total Amount		7200
Add CGST 9%	648	
Add SGST 9%	648	
Total GST	1296	
Total Amount		8496

Rupees in Words.....

Receiver's
Signature

For Akshaya Traders
[Signature]
Proprietor

Purchase Order

Page(s) 1 Of 1

18-06-2021 4:01:35 PM



77838

19.06.21 11:30:41

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

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	77838	168758
Doc Date	18-06-2021	
Quote No	Nil	
Quote Date	18-06-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
Rupees : Eight Thousand Four Hundred Ninty Six Only.					Total Order Value . . . 8,496.00

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
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 maintainece
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:		16-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		04:00	
Supplier				Req. No.		168758	
Material required before date:				ID No.		66789	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	SS Screws - Pin Head 27840	38x8mm	10	Pkts			
2	Plastic Gampa 27838	17"	60	Nos			
Remarks: For Stock Maintenance Purpose							
Prepared By		BHAVANI					
Sign. & Date		16-06-2021		Sign. & Date		✓	

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

