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	SSLLP	Project	SSLLP
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.	DC matches MRN
1.	1275	24/06/21	93115	☑ ~~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:				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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Praveen	[signature]					
Date	26/06/21	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. 1275

Date 24/6/2021

Name Summit sales LLP GSTIN 36ACOFS2044L1Z7

Address P.O.No. 77838

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	PVC Bampa (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

PROPERTIES PVT LTD SEC'BAD INWARD No. 8154 Date 26/6 Sign

INWARD
Inward No: 1651 Dt: 24/6/21
MRN No: 93115 Dt: 28/6/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment : Cash/Cheque/Cheque No.

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

Proprietor

 18-06-2021 4:01:35 PM

Purchase Order

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
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

21/06/2021

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 77840	38x8mm	10	Pkts		
2	Plastic Gampa 77838	17"	60	Nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	BHAVANI		APPROVED BY
Sign.& Date	16-06-2021	Sign. & Date	17 JUN 2021 SOHAM MODI MANAGING DIRECTOR

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