PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/6/21	Prepared by:	Snehapriya
PO/WO no.	77572	PO / WO Date.	10/06/2021
Supplier Name	Akshaya traders	PO/WO amount	Rs 5,050/-
Firm/Company	SSLLP	Project	SSLLP

Sl. No.	Bill No.	Bill Date	Bill amount
1	1272	24/6/21	5050/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5050/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			93117	☑ 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:	5,050/-
Amount E – PO / WO value:	5,050/-
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: Sneha		[signature]					
Date 24/6/21		28/6/21					

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.

Invoice No. 1272 **GSTIN : 36BFYPA0121A1Z3** Date 24/6/2021

Name: Summit Sales LLP GSTIN: 36ACBFS204UC1Z7
Address: P.O.No. 77572
State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold Pass	1718	50	56	2800			504	3304.
2	Bombay Dails	1718	20	74	1480			266.4	1746.4
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

No. 81351
Date 2/7

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16513 Dt: 24/6/21
MRN No: 93117 Dt: 28/6/21
Received By: Sign: 81
SUMMIT SALES LLP

Total Amount		4280.
Add CGST 9%	385.2	
Add SGST 9%	385.2	
Total GST	770.4	
Total Amount		5050.4

Rupees in Words..............................

Receiver's Signature

For Akshaya Traders
A. [signature]
Proprietor

Purchase Order

 11-06-2021 9:46:39 AM

77572
10.06.21 10:31:08

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**	77572	168720
	Doc Date	10-06-2021	
	Quote No	Nil	
	Quote Date	10-06-2021	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	56.00	0.00	18.00	3,304.00
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
					Total Order Value . . .	**5,050.40**
	Rupees : Five Thousand Fifty and Paise Fourty 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

12/06/2021

Name : ______

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	01-06-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	168720
Material required before date:		~~ID~~ No.	66429

No	Description	Size	Quantity	Units	Inward No	Date
1	Anchor Bolt Pin Type	6mm	50	Nos		
2	Anchor Bolt Pin Type	8mm	50	Nos		
3	Hold Fast 77572	4"	50	Kgs		
4	Bombay Nails	2"	20	Kgs		

Remarks:For Stock Maintenance Purpose

Prepared By	BHAVANI		
Sign.& Date	01-06-2021	Sign. & Date	

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