

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>30/6/21</u>		Prepared by: <u>H. MENARA</u>	
PO/WO no. <u>77991</u>		PO / WO Date. <u>24/6/21</u>	
Supplier Name <u>AKS Hays Trade</u>		PO/WO amount <u>6,372/-</u>	
Firm/Company <u>SSCCP</u>		Project <u>SSCCP</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>1280</u>	<u>29/6/21</u>	<u>6,372/-</u>
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>6,372/-</u>
Sl. No.	DC No	DC. Date	MRN No.
1.	<u>1280</u>	<u>29/6/21</u>	<u>93309</u>
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:			<u>6,372/-</u>
Amount E – PO / WO value:			<u>6,372/-</u>
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. <u> </u> /- ☒ No	
Payment – due date		<u>7/8/21</u>	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<u>X</u>		
Date			

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 DIVISION
Advice for approval for credit to supplier

Date:		Prepared by:		HIEMENDRA			
PO/WO no.		PO / WO Date.					
Supplier Name		PO/WO amount					
Firm/Company		Project					
Sl. No.	Bill No.	Bill Date		Bill amount			
1							
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.				☐ 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:							
Amount E – PO / WO value:							
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							
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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

Cell : 9959611144

9381004542

AKSHAYA TRADERS

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. 1280

GSTIN : 36BFYPA0121A1Z3

Date 29/6/2021

Name Summit Sales LLP GSTIN 36ACQF52044C1Z7

Address P.O.No. 7799

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Spade with handle	1724	60	90	5400			972	6372
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Mode of Payment :
Cash/Cheque/Credit Card No.

INWARD	
Inward No: 16544	Dt: 29/6/21
MRN No: 93309	Dt: 29/6/21
Received By: Sy	Sign: Sy
SUMMIT SALES LLP	

Total Amount	5400
Add CGST 9%	486
Add SGST 9%	486
Total GST	972
Total Amount	6372

Rupees in Words

Receiver's
SignatureA. W. S. 29/6/21
Proprietor

For Akshaya Traders

Proprietor

Purchase Order

Page(s) 1 Of 1

25-06-2021 3:06:17 PM



77991

ppv

19.06.21 11:50:49

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	77991	168712
Doc Date	24-06-2021	
Quote No	Nil	
Quote Date	24-06-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9570 - Tools - Spade with handle - NA - nos	60.00	90.00	0.00	18.00	6,372.00
Total Order Value . . .					6,372.00

Rupees : Six Thousand Three Hundred Seventy Two 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
Penalty 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 qty & 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 :

28/06/2021

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name :

Date : _/_/_

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		17-06-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00	
Supplier				Req. No.		168712	
Material required before date:					ID No.		66872

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Spacers all in one 77989		5000	Nos		
2	Plastic Blue Sheet 77990	12x18	4320	Nos		
3	Spade with handle 77991		60	Nos		
4	Lable sheet book		10	Sheets		
5	Ring Binder	A3	12	Nos		
6	Ring Binder	A4	12	Sheets		
7	Whitners		20	Nos		
8	File folder-L	A4	50	Nos		
9	Paper	A3	5	Bundles		
10	Paper	A4	50	Bundles		
11	Chalk Piece		2	Boxes		
12	Stamp pad		8	Nos		

Remarks: For Stock Maintenance Purpose

Prepared By	BHAVANI	Sign. & Date
Sign. & Date	17-06-2021	

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

