PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/7/21	Prepared by:	HEMENDRA
PO/WO no.	78559	PO / WO Date.	13/7/21
Supplier Name	Akshaya Traders	PO/WO amount	12,946/-
Firm/Company	SSWP	Project	Shwp
Sl. No.	Bill No.	Bill Date	Bill amount
1	1317	21/7/21	12,946/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,946/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1317	21/7/21	94260	☑ 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:	12,946/-
Amount E – PO / WO value:	12,946/-
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	31/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 26 JUL 2021 MINISH PARIKH				
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. 1317

GSTIN : 36BFYPA0121A1Z3

Date. 21/7/2021

Name. Summit Sales LLP GSTIN. 36ACAFS2044C1Z7

Address. P.O.No. 78559

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Goa Rope	8520	30	150	4500	540			5040.
2	Iron Buckets	1718	40	110	4400			792	5192.
3	spade With Handle	2720	20	115	2300			414	2714.
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

SUMMIT SALES LLP
IN WARD
No: 82636
Date: 23/7
Sign:
R.R. DIST.

Mode of Payment :
Cash/Cheque/Cheque No

INWARD	
Inward No: 16653	Dt: 21/7/21
MRN No: 94260	Dt: 23/7/21
Received By:	Sign:
SUMMIT SALES LLP	

Total Amount		11200.
Add CGST 9%	873	
Add SGST 9%	873	
Total GST	1746	
Total Amount		12946.

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 13-07-2021 4:59:25 PM

78559
12.07.21 11:10:50

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**	78559	168809
	Doc Date	13-07-2021	
	Quote No	Nil	
	Quote Date	13-07-2021	
	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
2	6023 - Miscellaneous - GI- Bucket - other - nos	40.00	110.00	0.00	18.00	5,192.00
3	9570 - Tools - Spade with handle - NA - nos	20.00	115.00	0.00	18.00	2,714.00
					Total Order Value . . .	**12,946.00**

Rupees : Twelve Thousand Nine Hundred Fourty Six 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 : 15/07/2021

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	168809
Material required before date:		ID No.	67426

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Gova Rope 78559		30	Bundles		
2	GI Buckets		40	Nos		
3	Plastic Blue Sheets ~~78538~~	12x18	4320	sft		
4	Spade With Handle		20	Nos		
5	Safety Belt 1/2 Body 78560		10	Nos		
6	Hacksaw Blade-Double 78561		300	Box		
7	Hacksaw Blade-Single		200	Box		
8	Project Folders	A4	500	Nos		
9	Ring Binders	A3	20	Nos		
10	Whiteners		20	Nos		
11	Calculator		10	Nos		
12	CD Marker-Red		20	Nos		
13	CD Marker-Black		20	Nos		
14	CD Marker-Blue		20	Nos		
15	Highlighter		30	Nos		
16	Paper	A3	5	Bundles		
17	Paper	A4	50	Bundles		
18	Ordinary-Blue Pens		300	Nos	10 JUL 2021	
19	Ordinary -Black Pens		200	Nos		
20	Pencil Box		5	Nos		
21	Punch	16mm	5	Nos		
22	Punch	Big	5	Nos		
23	Stapler Pins	10mm	100	Boxes		
24	Scribling Pads		100	Nos		
25	Stapler	Small	10	Nos		
26	Fevistick		30	Nos		