## PURCHASE DIVISION
### Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 26/7/21 | Prepared by: | HEMENDRA |
| PO/WO no. | 78810 | PO / WO Date. | 21/7/21 |
| Supplier Name | Akshaya Traders | PO/WO amount | 7,509/- |
| Firm/Company | SSIEL | Project | SHUL |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1319 | 21/7/21 | ~~21~~ 7,509/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 7,509/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 1319 | 21/7/21 | 94263 | □ 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: | 7,509/- |
| Amount E – PO / WO value: | 7,509/- |
| 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 MANISH PARIKH MANAGER PROCUREMENT | | | | |
| 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**

# 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. 1319

**GSTIN : 36BFYPA0121A1Z3**

Date. 21/7/2021

Name. Summit Sales LLP GSTIN. 36ACAFS2044C1Z7

Address. P.O.No. 78810

State. State Code.

| Sl. No. | PARTICULARS | HSN CODE | Qty | Rate | Amount | 5% | 12% | 18% | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Goda Rope | 8531 | 10 | 150 | 1500 | 180 | | | 1680- |
| 2 | Iron Buckets | 2710 | 24 | 110 | 2640 | | | 475.2 | 3115.2 |
| 3 | Spade With Handle | 1718 | 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: 8263
Date: 23/7
Sign:
R.R. DIST.

**INWARD**

| | |
|---|---|
| Inward No: 1654 | Dt: 22/7/21 |
| MRN No: 94263 | Dt: 23/7/21 |
| Received By: | Sign: |

SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

| | | |
|---|---|---|
| Total Amount | | 6440- |
| Add CGST 9% | 534.6 | |
| Add SGST 9% | 534.6 | |
| Total GST | 1069.2 | |
| Total Amount | | 7509.2 |

Rupees in Words.

Receiver's Signature

For Akshaya Traders

Proprietor

 20-07-2021 1:42:41 PM

# Purchase Order

78810
16.07.21 4:16:35

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<br>6-4-392/1, New Bholakpur, Secunderbad<br><br>**GSTIN** 36BFYPA0121A1Z3<br>9381004542 9959611144 | **Doc No** | 78810 | 168833 |
| | **Doc Date** | 20-07-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 20-07-2021 | |
| | **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 | 10.00 | 150.00 | 0.00 | 12.00 | 1,680.00 |
| 2 | 6023 - Miscellaneous - GI- Bucket - other - nos | 24.00 | 110.00 | 0.00 | 18.00 | 3,115.20 |
| 3 | 9570 - Tools - Spade with handle - NA - nos | 20.00 | 115.00 | 0.00 | 18.00 | 2,714.00 |
| | | | | | **Total Order Value . . .** | **7,509.20** |

Rupees : Seven Thousand Five Hundred Nine and Paise Twenty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 : 21/07/2021

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name :

Date : _/_/_

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 15-07-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 04:00 |
| Supplier | | Req. No. | 168833 |
| Material required before date: | | ID No. | 67658 |

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Recron | | 800 | Nos | | |
| 2 | Gova Rope | | 10 | Bundles | | |
| 3 | GI Buckets | | 24 | Nos | | |
| 4 | Plastic Blue Sheet | 12x18 | 2160 | sft | | |
| 5 | Blue Sheet | 24x18 | 4320 | sft | | |
| 6 | Spade With Handle 788 FD | | 20 | Nos | | |
| 7 | Helmets Labour Female | | 50 | Nos | | |
| 8 | Helmets Staff & Visitors | | 50 | Nos | | |
| 9 | Hacksaw Blade | Double | 300 | Nos | | |
| 10 | Hacksaw Blade | Single | 100 | Nos | | |
| 11 | Helmets Labour Male | | 200 | Nos | | |
| 12 | Safety Belt | | 30 | Nos | | |

Remarks:For Stock maintenance Purpose

| | | | |
|---|---|---|---|
| Prepared By | BHAVANI | | APPROVED BY |
| Sign.& Date | 15-07-2021 | Sign. & Date | 17 JUL 2021 |

SOHAM MODI
MANAGING DIRECTOR

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