PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	26/7/21	Prepared by:	HEMENDRA
PO/WO no.	78808	PO / WO Date.	20/7/21
Supplier Name	Akshaya Trader	PO/WO amount	7,834/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1321	21/7/21	7,834/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,834

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1321	21/7/21	94250	☑ 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:	7,834/-
Amount E – PO / WO value:	7,834/-
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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 26 JUL 2021				
Date			MANAGER PROCUREMENT				

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. 1321

Date. 21/7/2021

Name. Summit Sales LLP GSTIN. 36ACBFS9044C1Z7

Address. P.O.No. 78808

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Coconut Brooms	9603	100	13	1300	—	—	—	1300.
2	Bombay Brooms	9603	300	8	2400	—	—	—	2400.
3	Sponges	3921	500	7	3500			630	4130.
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: 82634
Date: 22/7
Sign:
R.R. DIST.

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 16648 Dt: 22/7/21
MRN No: 94250 Dt: 23/7/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		7200.
Add CGST 9%	315	
Add SGST 9%	315	
Total GST	630	
Total Amount		7830.

Rupees in Words.

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

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78808
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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	78808	168831
	Doc Date	20-07-2021	
GSTIN 36BFYPA0121A1Z3	**Quote No**	Nil	
9381004542 9959611144	**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	4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
3	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
					Total Order Value . . .	**7,830.00**

Rupees : Seven Thousand Eight Hundred Thirty 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 : 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.	168831
Material required before date:		ID No.	67656

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay Broom	Big	50	Nos		
2	Coconut Brooms		100	Nos		
3	Dettol-Hand Wash-Santoor		48	Nos		
4	Sponges 78808		500	Nos		
5	Bombay Brooms	Small	300	Nos		
6	PVC Bucket		10	Nos		
7	Harpic Cleaner	500ml	48	Nos		
8	Mopping Stick		30	Nos		
9	Phinyle	1ltr	40	Nos		
10	Vim Bar		24	Nos		
11	Lizol	1ltr	48	Nos		
12	Cob web Stick		20	Nos		
13	Water Bottles		30	Nos		
14	Grey Colour Door Mat		8	Nos		
15	Yellow Cloth		120	Nos		
16	Cloth Door Mat		20	Nos		

Remarks:For Stock maintenance Purpose			
Prepared By	BHAVANI		
Sign.& Date	15-07-2021	Sign. & Date	

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

APPROVED BY
17 JUL 2021
SOHAM MODI
MANAGING DIRECTOR