2 3

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/8/21	Prepared by:	HEMENDRA
PO/WO no.	79237	PO / WO Date.	2/8/21
Supplier Name	Akshaya Traders	PO/WO amount	9,054/-
Firm/Company	SSLLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1356	5/8/21	9,054/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,054/-

Sl. No.	DC. No.	DC. Date	MRN No.	DC matches MRN
1.	1356	5/8/21	94939	☐ ~~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:	9,054/-
Amount E – PO / WO value:	9,054/-
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	19/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 14 AUG 2021 MINISH 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

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. 1356

GSTIN : 36BFYPA0121A1Z3

Date 5/8/2021

Name Sumit Sales LLP GSTIN 36ACQFS8204KC1Z7

Address P.O.No. 79237

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Gova roop	8310	30	150	4500		540		5040.
2	Spade with handle	4206	20	115	2300			414	2714.
3	Coconut Broom	9603	100	13	1300	—	—	—	1300.
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: 83304
Date: 12/8
Sign:
R.R. DIST

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16765 Dt: 10/8/21
MRN No: 94939 Dt: 10/8/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		8100.
Add CGST 9%	477	
Add SGST 9%	477	
Total GST	954	
Total Amount		9054.

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 02-08-2021 3:31:59 PM

79237
31.07.21 2:16:54

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	**Doc No**	79237	168884
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	02-08-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	02-08-2021	
9381004542 9959611144	**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	9570 - Tools - Spade with handle - NA - nos	20.00	115.00	0.00	18.00	2,714.00
3	4009 - Consumables - Coconut Broom - other - nos	100.00	13.00	0.00	0.00	1,300.00
					Total Order Value . . .	**9,054.00**

Rupees : Nine Thousand Fifty Four 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 : 05/08/2021

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00AM
Supplier		Req. No.	168884
Material required before date:		ID No.	68048

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Teflon Tapes 79238		500	Nos		
2	Gova Rope 79237		30	Bundles		
3	Plastic Blue Sheet 79239	12x18	2160	sft		
4	Blue Sheet	24x18	4320	sft		
5	Car		30	Nos		
6	Dolls		30	Nos		
7	Spade With Handle		20	Nos		
8	Safety Belt 1/2 Body 79240		30	Nos		
9	Permanent Marker- Blue		20	Nos		
10	Highlighter		20	Nos		
11	Paper	A4	50	Bundles		
12	Binder Clips	19mm	24	Nos		
13	Binder Clips	25mm	24	Nos		
14	Binder Clips	32mm	24	Nos		
15	Plastic Scale		20	Nos		
16	CD Marker- Blue		20	Nos		
17	CD Marker-Black		10	Nos		
18	CD Marker-Red		10	Nos		
19	CD Marker-Green		10	Nos		
20	Stapler	Big	5	Nos		
21	Stapler	Small	20	Nos		
22	Safety Indication Ribbon		10	Nos		
23	Blue Pens-Ordinary		200	Nos		
24	Red Pens-Ordinary		100	Nos		
25	Cello Pens-Blue		100	Nos		

APPROVED BY
31 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00AM
Supplier		Req. No.	168881
Material required before date:		ID No.	68045

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1ltr	60	Nos		
2	Room Freshner		12	Nos		
3	Bombay Brooms	Big	50	Nos		
4	Coconut Brooms		100	Nos		
5	Dust Bin		10	Nos		
6	PVC Bucket		10	Nos		
7	Surf	500grms	30	Nos		
8	Vim Bar		24	Nos		
9	Lizol 79234	1ltr	24	Nos		
10	Colin	500ml	40	Nos		
11	First Aid Kit		5	Nos		
12	Water Bottles		36	Nos		
13	Comic Books		20	Nos		
14	Drawing Books		20	Nos		
15	Crayons		20	Nos		

Remarks:For Stock maintenance Purpose			
Prepared By	Bhavani		APPROVED
Sign.& Date	30-07-2021	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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