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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/8/21	Prepared by:	HEMENDRA
PO/WO no.	79454	PO / WO Date.	7/8/21
Supplier Name	Akshaya Trader	PO/WO amount	10,691/=
Firm/Company	SSLL	Project	Sh LL
Sl. No.	Bill No.	Bill Date	Bill amount
1	1362	10/8/21	10,691/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,691/-

Sl. No.	DC. No.	DC. Date	MRN No.	DC matches MRN
1.	1362	10/8/21	94944	☐ ~~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:	10,691/-
Amount E – PO / WO value:	10,691/-
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

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. 1362

GSTIN : 36BFYPA0121A1Z3

Date 10/8/2021

Name Sumit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 79454

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold Patt	1718	50	56	2800			504	3304.
2	Kabuthar Jali	7314	30	110	3300			594	3894.
3	Bombay Nails '2'	1718	20	74	1480			266.4	1746.4
4	Bombay Nails 2½	1718	20	74	1480			266.4	1746.4
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

SUMMIT SALES LLP
IN WARD
No: 83303
Date: 12/8
Sign.
R.R. DIST.

INWARD
Inward No: 16764 Dt: 10/8/21
MRN No: 94944 Dt: 10/8/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash/Cheque/Cheque No.

Total Amount		9060.
Add CGST 9%	815.4	
Add SGST 9%	815.4	
Total GST	1630.8	
Total Amount		10690.8

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

 07-08-2021 10:52:13 AM

Ori

79454
10.08.21 11:14:46

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**	79454	168902
	Doc Date	07-08-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	07-08-2021	
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	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	56.00	0.00	18.00	3,304.00
2	2076 - Carpentry - hardware - Chicken Mesh - NA - bundles	30.00	110.00	0.00	18.00	3,894.00
3	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
4	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
					Total Order Value . . .	**10,690.80**

Rupees : Ten Thousand Six Hundred Ninty and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00AM
Supplier		Req. No.	168902
Material required before date:		ID No.	68240

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Hold Fast	4”	50	Kgs		
2	Measurement Tapes 79453	100mtrs	05	Nos		
3	Chicken Mesh		30	Bundles		
4	Bombay Nails 79464	2”	20	Kgs		
5	Bombay Nails	2 1/2”	20	Kgs		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign.& Date	04-08-2021	Sign. & Date	APPROVED BY 05 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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