(m) (E)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/8/21	Prepared by:	HEMENDRA
PO/WO no.	79194	PO / WO Date.	3/7/21
Supplier Name	AK Saya Trader	PO/WO amount	3,493/-
Firm/Company	SSLCP	Project	Shup
Sl. No.	Bill No.	Bill Date	Bill amount
1	1355	5/8/21	3,493/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,493/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	1355	5/8/21	94945	☑ 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:	3,493/-
Amount E – PO / WO value:	3,493/-
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:	[signature]		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. 1355 **GSTIN : 36BFYPA0121A1Z3** Date 5/8/2021

Name Sumit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 79194

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Nails (2in)	1718	20 ✓	74	1480			266.4	1746.4/-
2	Bom Bay Nails (2½ in)	1718	20 ✓	74	1480			266.4	1746.4/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

SUMMIT SALES LLP
R.R. DIST.
INWARD No: 83301
Date: 12/8
Sign:

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD
Inward No: 16967 Dt: 10/8/21
MRN No: 94945 Dt: 11/8/21
Received By: Sign: 81
SUMMIT SALES LLP

Total Amount		2960/-
Add CGST 9%	266.4	
Add SGST 9%	266.4	
Total GST	532.8	
Total Amount		3492.8/-

Rupees in Words

Receiver's Signature

For Akshaya Traders
Proprietor

Purchase Order

 30-07-2021 4:13:07 PM

79194
26.07.21 11:55:23

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**	79194 168877
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	30-07-2021
	Quote No	Nil
GSTIN 36BFYPA0121A1Z3	**Quote Date**	30-07-2021
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	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	20.00	74.00	0.00	18.00	1,746.40
	Total Order Value . . .					**3,492.80**

Rupees : Three Thousand Four Hundred Ninty Two 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
31/07/2021
Name : ______________________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	28-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:15
Supplier		Req. No.	168877
Material required before date:		ID No.	67983

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher Plug 79191	5mm	50	Pkts		
2	SS Screws 79192	32x6mm	10	Pkts		
3	SS Screws- Pin head	38x8mm	20	Pkts		
4	Measurement Tapes 79193	5mtrs	20	Nos		
5	SS Screws	35x8mm	20	Pkts		
6	Bombay Nails 79194	2”	20	kgs		
7	Bombay Nails	2 1/2”	20	kgs		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign.& Date	28-07-2021	Sign. & Date	

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

APPROVED BY
29 JUL 2021
SOHAM MODI
MANAGING DIRECTOR