PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/8/21	Prepared by:	HEMENDRA
PO/WO no.	79570	PO / WO Date.	10/8/21
Supplier Name	Akshaya Traders	PO/WO amount	17,917/-
Firm/Company	SSLU	Project	SLUP

Sl. No.	Bill No.	Bill Date	Bill amount
1	1379	19/8/21	17,917/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,917/-

Sl. No.	DC .No.	DC. Date	MRN No.	DC matches MRN
1.	1379	19/8/21	95360	☑ 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:	17,917/-
Amount E – PO / WO value:	17,917/-
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	30/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 24 AUG 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. 1379

GSTIN : 36BFYPA0121A1Z3

Date 19/08/2021

Name Summit sales LLP GSTIN 36ACQFS2044C1Z7

Address PO-79570. P.O.No 168909

State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Goa Rope	8710	30	150	4500/-	225			4725/-
2	G I Buckets	1718	48	110	5280/-			950.4	6230/-
3	Spade with handle	5509	20	120	2400/-			432	2832/-
4	sponges	3921	500	7	3500/-			630	4130/-
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 83616
Date: 21/8
Sign:

Certified by:
Stores Manager

Total Amount		15680/-
Add CGST 9%	1118.7	
Add SGST 9%	1118.7	
Total GST		2237.4
Total Amount		17,912/-

Mode of Payment :
Cash/Cheque/Cheque No

INWARD
Inward No: 16837 Dt: 20/8/21
MRN No: 95360. Dt: 20/8/21
Received By: Sign:
SUMMIT SALES LLP

Rupees in Words ....

Receiver's Signature

For Akshaya Traders
Proprietor

 10-08-2021 2:52:26 PM

Purchase Order

Orig

79570
10.08.21 11:15:45

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**	79570	168909
	Doc Date	10-08-2021	
	Quote No	NIL	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	10-08-2021	
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 *Bundles*	30.00	150.00	0.00	5.00	4,725.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
3	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
4	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
	Total Order Value . . .					**17,917.40**

Rupees : Seventeen Thousand Nine Hundred Seventeen and Paise Fourty 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 : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

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Requisition Form

…any Name:	SUMMIT SALES LLP	Date:	07-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	02:00PM
Supplier		Req. No.	168909
Material required before date:		ID No.	68332

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Gova Rope		30	Bundles		
2	GI Bucket 19570		48	Nos		
3	Spade With Handle		20	Nos		
4	Safety Belt 1/2 Body		50	Nos		
5	Helmets staff&visitors		50	Nos		
6	Hemets Labour Male		200	Nos		
7	Safety indication Ribbon		10	Nos		
8	First Aid Kit		05	Nos		
9	Safety Green Jacket		50	Nos		
10	Orange Jacket		150	Nos		

Remarks:For Stock Maintenance Purpose.			
Prepared By	Bhavani		
Sign.& Date	07-08-2021	Sign. & Date	

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

APPROVED BY
09 AUG 2021
SOHAM MODI
MANAGING DIRECTOR