

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/8/21		Prepared by: <i>Deek</i>	
PO/WO no. 79228		PO / WO Date. 17/8/21	
Supplier Name AKSbaya traders		PO/WO amount 25,804/-	
Firm/Company Summit sales UP		Project Summit Housing UP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1385	24/8/21	3304/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			3304/-
Sl. No.	DC No	DC. Date	MRN No.
1.	1285	24/8/21	95586
2.			
3.			
Amount B - Other Credits :Transportation charges			-
Amount C -Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			3304/-
Amount E - PO / WO value:			25804/-
Amount F - Difference (A - E): GST-18%			22500/-
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: <i>Bill Part</i>			
Approved by	Purchase Officer	Purchase Manager	Accounts - receiver of bill
Sign:			
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. 1385

GSTIN : 36BFYPA0121A1Z3

Date 24/8/2021

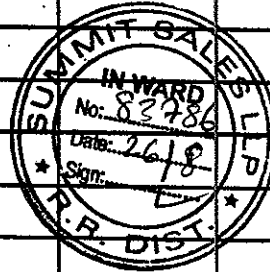
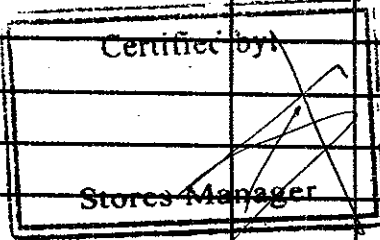
Name Summit Sales LLP GSTIN 36ACAP52044C127

Address P.O.No. 79728

State

State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hole Pad	1742	50	56	2800			504	3304
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Mode of Payment :
Cash/Cheque/Cheque No.

INWARD	
Inward No: 16852	Dt: 25/8/21
MRN No: 95536	Dt: 25/8/21
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Total Amount	2800
Add CGST 9%	252
Add SGST 9%	252
Total GST	504
Total Amount	3304

Rupees in Words

Receiver's
SignatureFor Akshaya Traders
A- 2508228
Proprietor

Purchase Order



79728
12.08.21 2:08:30

17-08-2021 12:33:49 PM

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	79728	168928
Doc Date	17-08-2021	
Quote No	Nil	
Quote Date	14-08-2021	
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 4"	50.00	56.00	0.00	18.00	3,304.00
2 2115 - Carpentry - hardware - Measuring tape - 30mtrs - nos Steel	60.00	375.00	0.00	0.00	22,500.00
Total Order Value . . .					25,804.00

Rupees : Twenty Five Thousand Eight Hundred Four 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
Penalty 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 maintenance purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

Part Bill
Bill no 1385 dt 24/8/21
Amount = 3304
Bill - 22,500/-
27/8/21

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : ____/____/____

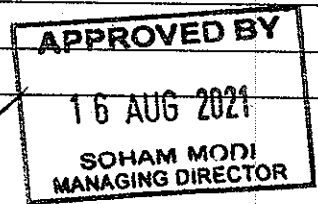
Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	12-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168928
Material required before date:		ID No.	68410

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast	4"	50	Kgs		
2	Steel Measuring Tapes	30mtrs	60	Nos		

Remarks: For Stock Maintenance Purpose

Prepared By	Bhavani		
Sign. & Date	12-08-2021	Sign. & Date	



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

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