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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/8/21	Prepared by:	Deek
PO/WO no.	79728	PO / WO Date.	17/8/21
Supplier Name	Akshaya traders	PO/WO amount	25,804/-
Firm/Company	summit sales LLP	Project	summit Housing LLP
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.	DC matches MRN
1.	1285	24/8/21	95586	☑ 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:	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:	— ~~final~~ Part Bill —

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 27 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.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 1385 Date. 24/8/2021

Name. Summit Sales LLP GSTIN. 36ACAR S2044C127

Address. P.O.No. 79728

State. State Code.

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hole Past	1742	50	56	2800			504	3304-
2									
3									
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: 83786
Date: 26/8
Sign:
R.R. DIST.

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:
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 Signature A- 79728

For Akshaya Traders

Proprietor

Purchase Order

 17-08-2021 12:33:49 PM

79728
12.08.21 2:08:30

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**	79728	168928
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	17-08-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	14-08-2021	
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 *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
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	

Part Bill
Bill no & 1885 Dt 24/8/21
Amount => 3304
Bal/- Amt /- 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		APPROVED BY
Sign.& Date	12-08-2021	Sign. & Date	16 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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

29728.