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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/8/21	Prepared by:	Deeks
PO/WO no.	79724	PO / WO Date.	19/8/21
Supplier Name	Akshaya Traders	PO/WO amount	23420/-
Firm/Company	Summit sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1383	25/8/21	23892.41/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,893/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	1383	25/8/21	95533	☑ 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:	23,893/-
Amount E – PO / WO value:	23420/-
Amount F – Difference (A – E): GST-18%	473/-

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 Bill —

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	APPROVED 27 AUG 2021 MINISH PARIKH MANAGER PROCUREMENT					
Date	27/8/21						

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.
GSTIN : 36BFYPA0121A1Z3

Invoice No. 1383

Date 25/8/2021

Name Summit sales LLP GSTIN 36ACQFS2044C2Z7

Address P.O.No. 79726

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	50	7	350	–	–	–	3500.
2	coconut brooms	9603	100	9	900	–	–	–	900.
3	sponges	3921	500	7	3500			630	4130.
4	Goa Rope	8202	60	150	9000	450			9450.
5	Iron Bucket	1724	48	110	5280			950.4	6230.4
6	spade with handle	1716	20	120	2400			432	2832.
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

SUMMIT SALES LLP R.R. DIST.
INWARD No. 83785
Date: 26/8
Sign:

Mode of Payment :
Cash/Cheque/Cheque No

INWARD

Inward No: 16850	Dt: 25/8/21
MRN No: 95533	Dt: 25/8/21
Received By:	Sign:

SUMMIT SALES LLP

Total Amount		21430.
Add CGST 9%	1231.2	
Add SGST 9%	1231.2	
Total GST	2462.4	
Total Amount		23892.4

Rupees in Words

Receiver's Signature A. W0 28/8/2018

For Akshaya Traders
Proprietor

 24-Aug-21 10:29:12 AM

Purchase Order

79724
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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	79724	168932
	Doc Date	17-08-2021	
GSTIN 36BFYPA0121A1Z3	**Quote No**	NIL	
	Quote Date	13-08-2021	
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	4080 - Consumables - Bombay Brooms - Other - Nos *Big*	50.00	7.00	0.00	0.00	350.00
2	4009 - Consumables - Coconut Broom - other - nos	100.00	9.00	0.00	0.00	900.00
3	4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
4	6025 - Miscellaneous - Gova rope - NA - bundles	60.00	150.00	5.00	5.00	8,977.50
5	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
6	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
					Total Order Value . .	**23,419.90**

Rupees : Twenty Three Thousand Four Hundred Ninteen and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 : __/__/____

Purchase Order

 24-Aug-21 10:29:12 AM

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12.08.21 2:08:30

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Measurment	Nil
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Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ____________

Date : __/__/____

1123

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168932
Material required before date:		ID No.	68497

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1ltr	60	Nos		
2	Bombay Brooms	Big	50	Nos		
3	Coconut Brooms		100	Nos		
4	Sponges		500	Nos		
5	Bombay Brooms	Small	300	Nos		
6	Cleaning Cloth-Yellow		120	Nos		
7	Harpic	500ml	24	Nos		
8	Mopping Cloth		120	Nos		
9	Mopping Stick		20	Nos		
10	Phinyle	1ltrs	20	Nos		
11	Water Bottles	20 ltrs	20	Nos		
12	Teflon Tapes 79726.		500	Nos		
13	Gova Rope 79724.		60	Bundles		
14	GI Bucket		48	Nos		
15	Spade With Handle		20	Nos		

Remarks:For Stock Maintenance Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	13-08-2021	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.