

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/8/21		Prepared by: [Signature]	
PO/WO no. 79056		PO / WO Date. 27/7/21	
Supplier Name Akshaya trades		PO/WO amount 4,130/-	
Firm/Company Summit sales UP		Project Summit Housing UP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1384	24/8/21	4130/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			4130/-
Sl. No.	DC No	DC. Date	MRN No.
1.	1384	24/8/21	95532
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:			4130/-
Amount E - PO / WO value:			4130/-
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: Final Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: [Signature]			
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.



Invoice No. 1384

GSTIN : 36BFYPA0121A1Z3

Date 24/8/2021

Name..Summit sales LLP.....GSTIN..36ACBP2044C127

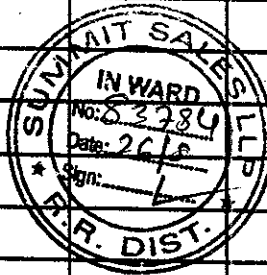
Address.....P.O.No..79056

State.....State Code.....

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	7	3500			630	4130
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

Mode of Payment :
Cash/Cheque/Cheque No

INWARD	
Inward No: 16851	Dt: 25/8/21
MRN No: 95532	Dt: 25/8/21
Received By:	Sign: 84
SUMMIT SALES LLP	

Total Amount	3500
Add CGST 9%	315
Add SGST 9%	315
Total GST	630
Total Amount	4130

Rupees in Words.....

Receiver's
SignatureFor Akshaya Traders
A. wawar
Proprietor

Purchase Order

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27-07-2021 4:35:34 PM



79056

26.07.21 11:52:28

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 GSTIN 36BFYPA0121A1Z3 9381004542 9959611144	Doc No	79056	168861
	Doc Date	27-07-2021	
	Quote No	Nil	
	Quote Date	27-07-2021	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	500.00	7.00	0.00	18.00	4,130.00
Total Order Value . . .					4,130.00
Rupees : Four Thousand One Hundred Thirty 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

Penalty 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 qty & 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

Company Name:		SUMMIT SALES LLP		Date:		23-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		13:15	
Supplier				Req. No.		168861	
Material required before date:				ID No.		67888	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Dettol Handwash- Santoor		48	Nos			
2	Sponges 79056		500	Nos			
3	PVC Bucket		20	Nos			
Remarks: For Stock Maintenance Purpose							
Prepared By		Bhavani					
Sign. & Date		23-07-2021		Sign. & Date		✓	

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

APPROVED BY
 23 JUL 2021
 SGHAM MODI
 MANAGING DIRECTOR