PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/8/21	Prepared by:	Deek
PO/WO no.	79056	PO / WO Date.	27/7/21
Supplier Name	Akshaya trades	PO/WO amount	4,130/-
Firm/Company	summit sales LLP	Project	summit Housing LLP
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.	DC matches MRN
1.	1384	24/8/21	95532	☑ 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:	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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	APPROVED 26 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.

Invoice No. 1384

GSTIN : 36BFYPA0121A1Z3

Date 24/8/2021

Name Summit sales LLP GSTIN 36ACBFS2044C1Z7

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									

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 83784
Date: 26/8
Sign:

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:

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 Signature

For Akshaya Traders

Proprietor

Purchase Order

 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	**Doc No**	79056	168861
	Doc Date	27-07-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	27-07-2021	
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	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
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 : 28/07/2021

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________

Date : __/__/____

1521

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
SOHAM MODI
MANAGING DIRECTOR