PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/9/21	Prepared by:	Deeps
PO/WO no.	79928	PO / WO Date.	24/8/21
Supplier Name	Akshya traders	PO/WO amount	4,720/-
Firm/Company	Summit sales LLP	Project	Summit Housing LLP
Sl. No.		Bill Date	Bill amount
1.	1411	30/8/21	4,720/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,720/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	95690	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,720/-
Amount E – PO / WO value:	4,720/-
Amount F – Difference (A – E):	–

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	6/9/21
Remarks:	– final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	2/9/21						

APPROVED
03 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

Cell : 9958611144
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 : 36BFYPA0121AZ3

Invoice No. 1411

Date 30/8/2021

Name Summit Sales LLP GSTIN 36ACOFS2044C1Z7

Address P.O. No. 79928

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	8	4000			720	4720-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:
Stores Manager

INWARD
Inward No: 16884 Dt: 30/8/21
MRN No: 95690 Dt: 30/8/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4000-
Add CGST 9%	360	
Add SGST 9%	360	
Total GST	720	
Total Amount		4720-

Mode of Payment
Cash / Cheque / Cheque No.

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 83954
Date: 1/9
Sign:

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

 24-08-2021 11:52:00

Purchase Order

79928
13.08.21 2:26:19

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**	79928	168949
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	24-08-2021	
	Quote No	NIL	
GSTIN 36BFYPA0121A1Z3	**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	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
					Total Order Value . . .	**4,720.00**

Rupees : Four Thousand Seven Hundred Twenty 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

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168949
Material required before date:		ID No.	68636

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Acid		60	Nos		
2	Air Pockets		20	Nos		
3	Bombay Brooms	Big	50	Nos		
4	Phinyle	1ltr	40	Nos		
5	Sponges 79928		500	Nos		
6	Vim bar		24	Nos		
7	Lizol	1ltr	48	Nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	Bhavani		
Sign.& Date	19-08-2021	Sign. & Date	

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

APPROVED BY
21 AUG 2021
SOHAM MODI
MANAGING DIRECTOR