

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 2/9/21		Prepared by: Deep	
PO/WO no. 79728		PO / WO Date. 17/8/21	
Supplier Name Akshya traders		PO/WO amount 11,800/-	
Firm/Company Summit Sales LLP		Project Summit Housing LLP	
Sl. No.	Bill No	Bill Date	Bill amount
1.	1421	31/8/21	8,496/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,496/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	- 1421	31/8/21	95762 ☒ 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:			8,496/-
Amount E – PO / WO value:			11,800/-
Amount F – Difference (A – E):			3304/-
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
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



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.

Invoice No. **1421**

GSTIN : 36BFYPA0121AZ3

Date. **31/8/2021**

Name..... **Sumit Sales LLP**GSTIN..... **36ACFS2044C12F**
Address..... P.O. No. **79728**
.....State.....State Code.....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	p.v.c. Gurpaj	5509	60	120	7200			1296	8496
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD	
Inward No: 16899	Dt: 31/8/21
MRN No: 95762	Dt: 31/9/21
Received By: [Signature]	Sign: [Signature]
SUMMIT SALES LLP	

Mode of Payment :
Cash / Cheque / Cheque No.

[Signature]



Total Amount		7200
Add CGST 9%	648	
Add SGST 9%	648	
Total GST	1296	
Total Amount		8496

Rupees inwords.....

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

A. W. 20/8/21

Purchase Order

Page(s) 1 Of 1

27-08-2021 14:21:56



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 6-4-392/1, New Bholakpur, Secunderabad GSTIN 36BFYPA0121A1Z3 9381004542 9959611144	Doc No	79728	168928
	Doc Date	17-08-2021	
	Quote No	Nil	
	Quote Date	14-08-2021	
	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 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
Total Order Value . . .					11,800.00

Rupees : Eleven Thousand Eight Hundred 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
Penalty 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 maintenance purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

part Bill received@
Bill N = 1385 dt: 24/8/21
Amt - 3304/-
Bal - 8496/- ✓
Houza
27/8/21

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact : -

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : __/__/__

1124

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 plastic Gmms	30mtrs	60	Nos		
Remarks: For Stock Maintenance Purpose						
Prepared By	Bhavani					
Sign. & Date	12-08-2021	Sign. & Date				

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



29728

Purchase Order

Page(s) 1 Of 1

27-08-2021 14:21:56

Original / Office Copy / Purchase Div.Copy

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Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Contact :-

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name :

Date : _/_/