

PURCHASE DIVISION
Advice for approval for credit to supplier

(M)

20/9
Please check

Date:	21/9/21		Prepared by:	Hemdra	
PO/WO no.	80374		PO / WO Date.	7/9/21	
Supplier Name	Atchaya Trade		PO/WO amount	4.500/-	
Firm/Company	SSLCR		Project	Shree	
Sl. No.			Bill Date	Bill amount	
1.	1446		16/9/21	4.500/-	
2.					
3.					
4.					
Amount A – Bills total(Excluding Transport & Hamali Charges):					
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN	
1.			96598	☒ 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:					
Amount E – PO / WO value:					
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 / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)		
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No		
Payment – due date					
Remarks: 25/9/21					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill
Sign:			20 SEP 2021		
Date			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.

1446

GSTIN : 36BFYPA0121AZ3

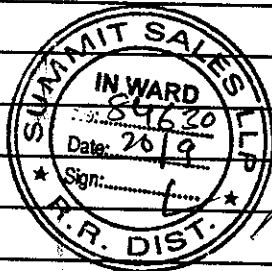
Date 16/9/2021

Name Summit sales LLP GSTIN 36ACQFS204C127

Address P.O. No. 80374

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	crow bar	1718	10 ✓	450	4500	-	-	-	4500
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Mode of Payment
Cash / Cheque / Cheque No.

INWARD	
Inward No: 16979	Dt: 16/9/21
MRN No: 96598	Dt: 18/9/21
Received By:	Sign: 84
SUMMIT SALES LLP	

Total Amount 4500

Add CGST 9%

Add SGST 9%

Total GST

Total Amount 4500

Rupees in words

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

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07-09-2021 12:44:11



80374

02.09.21 4:46:57

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	80374	168991
Doc Date	07-09-2021	
Quote No	Nil	
Quote Date	01-08-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9513 - Tools - Crowbar - other - nos	10.00	450.00	0.00	0.00	4,500.00
Rupees : Four Thousand Five Hundred Only.					Total Order Value ... 4,500.00

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**For **Summit Sales LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**Date : / /

1146

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		04-09-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		12:00PM	
Supplier				Req. No.		168991	
Material required before date:					ID No.		69152
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Plastic Blue Sheet	12x18	2160	Sft			
2	Blue Sheet	24x18	4320	Sft			
3	Cube Testing Moulds	6"x6"	12	Nos			
4	Scribbling Pads		100	Nos			
5	Crowbar 80374		10	Nos	W		
Remarks: For Stock Replenishing Purpose							
Prepared By		Bhavani				APPROVED BY 06 SEP 2021 SOHAM MODI MANAGING DIRECTOR	
Sign. & Date		04-09-2021		Sign. & Date			

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