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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/9/21	Prepared by:	Hemdra
PO/WO no.	80374	PO / WO Date.	7/9/21
Supplier Name Firm/Company	Akshaya Trader	PO/WO amount	4,500/
		Project	SSLCP
Sl. No.	SSLCP	Bill Date	Bill amount
1.	1446	16/9/21	4,500/
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,500/

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:	4,500/-
Amount F – Difference (A – E):	4,500/-

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	25/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 20 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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

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.

Invoice No. 1446

GSTIN : 36BFYPA0121AZ3

Date 16/9/2021

Name Summit sales LLP GSTIN 36ACQFS204 C1Z7

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	–	–	–	4500·00
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 84620
Date: 20/9
Sign:

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

Mode of Payment
Cash / Cheque / Cheque No.

Total Amount	4500·00
Add CGST 9%	
Add SGST 9%	
Total GST	
Total Amount	4500·00

Rupees inwords

Receiver's Signature

For **AKSHAYA TRADERS**

Proprietor

07-09-2021 12:44:11

Purchase Order

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	Doc No	80374	168991
	Doc Date	07-09-2021	
GSTIN 36BFYPA0121A1Z3	Quote No	Nil	
9381004542 9959611144	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
Penality 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 maintaince 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:	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	Scribling Pads		100	Nos		
5	Crowbar 80374		10	Nos		

Remarks:For Stock Replenishing Purpose			
Prepared By	Bhavani		APPROVED BY
Sign.& Date	04-09-2021	Sign. & Date	06 SEP 2021 SOHAM MODI MANAGING DIRECTOR

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