

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/9/21		Prepared by: H. D. S.	
PO/WO no. 80379		PO / WO Date. 19/9/21	
Supplier Name AKS Haya Trade		PO/WO amount 4,400/-	
Firm/Company SSUP		Project SHUP	
Sl. No.		Bill Date	Bill amount
1.	1447	16/9/21	4,900/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges): 4,900/-			
Sl. No.	DC No	DC. Date	MRN No.
1.	-	-	96511
2.			
3.			
4.			
DC matches MRN ☒ 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: 4,900/-			
Amount F – Difference (A – E): 4,400/-			
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: Rate difference Rs 500/- Increased one paper 25/9/21			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
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

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.

Invoice No. 1447

GSTIN : 36BFYPA0121AZ3

Date 16/9/2021

Name..... Summit Sales LLP..... GSTIN 36ACQFS2044C127

Address..... P.O. No. 80379

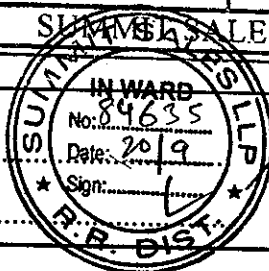
State..... State Code.....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	cocount broom's		100	9	900	-	-	-	900 - 1
2	bombay broom's		500	8	4000				4000 - 1
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Mode of Payment
Cash / Cheque / Cheque No.

INWARD		Total Amount
Inward No: 16480	Dt: 16/9/21	4900 - 1
MRN No: 96511	Dt: 18/9/21	Add CGST 9%
Received By:	Sign: 84	Add SGST 9%
SUMMIT SALES LLP		Total GST
		Total Amount

Rupees in words.....



Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

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07-09-2021 12:44:11

80379

02.09.21 4:46:57

py

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderabad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	80379	168992
Doc Date	07-09-2021	
Quote No	Nil	
Quote Date	07-09-2021	
SupplyType	Supply	

Kind Attn : **A.Chandra Shekhar**

Purchase Order for the Supply of following Items.

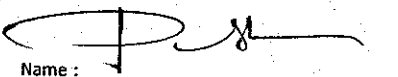
Item Name	Qty	Rate	Dis%	GST	Amount
1 4009 - Consumables - Coconut Broom - other - nos	100.00	9.00	0.00	0.00	900.00
2 4080 - Consumables - Bombay Brooms - Other - Nos	500.00	7.00	0.00	0.00	3,500.00
Total Order Value . . .					4,400.00
Rupees : Four Thousand Four Hundred Only.					

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
Penalty 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 qty & specs. Breakage in your account. Above order for Stock maintain purpose
Completion Date	Nil
Measurement	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.		168992	
Material required before date:					ID No.		69153
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Bombay Broom	Big	50	Nos			
2	Coconut Brooms 80379		100	Nos			
3	Wiper		10	Nos			
4	Bombay Broom	Small	500	Nos			
5	Gunny Bags		500	Bags			
6	Grey Colour Door Mat	2x4	5	Nos			
7	Bleaching Powder	25kgs	5	Nos			
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.