M   6 2019

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/9/21	Prepared by:	Hauda
PO/WO no.	80379	PO / WO Date.	7/9/21
Supplier Name	Akshaya Trader	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.	DC matches MRN
1.	–	–	96511	☑ 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:	4,900/-
Amount E – PO / WO value:	4,400/-
Amount F – Difference (A – E):	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: Rate difference Rs 500/-

Increased one Rupee

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

APPROVED
20 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.

Invoice No. 1447

GSTIN : 36BFYPA0121AZ3

Date 16/9/2021

Name Summit Sales LLP.

GSTIN 36ACQFS2044C1Z7

Address

P.O. No. 80379

State

State Code

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

Total Amount	4900-/
Add CGST 9%	
Add SGST 9%	
Total GST	
Total Amount	4900-/

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 16980 Dt: 16/9/21
MRN No: 96511 Dt: 17/9/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 84635
Date: 20/9
Sign:
R.R. DIST.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

80379
02.09.21 4:46:57

 07-09-2021 12:44:11

py

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	80379	168992
	Doc Date	07-09-2021	
GSTIN 36BFYPA0121A1Z3	Quote No	Nil	
9381004542 9959611144	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
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

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

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		
Sign.& Date	04-09-2021	Sign. & Date	

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

APPROVED BY
06 SEP 2021
SOHAM MODI
MANAGING DIRECTOR