

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/10/21		Prepared by: H. S. H.	
PO/WO no. 81629		PO / WO Date. 31/9/21	
Supplier Name: Akshaya Traders		PO/WO amount: 27,888/-	
Firm/Company: SCLP		Project: SCLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1516	25/10/21	27,888/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 27,888/-			
Sl. No.	DC No.	DC. Date	MRN No.
1.	-	-	98101
2.			
3.			
Amount B - Other Credits : Transportation charges			
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier:			
Amount E - PO / WO value: 27,888/-			
Amount F - Difference (A - E): GST-18% 27,888/-			
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		2/11/21	
Remarks:			
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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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. 1516

GSTIN : 36BFYPA0121AZ3

Date 20/10/2021

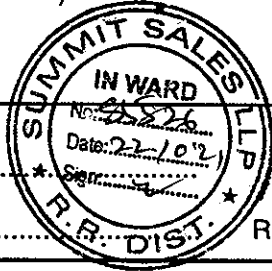
Name: Summit Sales LLP GSTIN: 36ACQFS20449127

Address: P.O. No. 81629

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Rope	8240	30	150	4500	225			4725
2	Bombay Brooms	9603	200	8	1600				1600
3	Coconut Brooms	9603	200	12	2400				2400
4	Iron Buckets	1742	24	110	2640			475.2	3115.2
5	shade with handle	1718	20	120	2400			432	2832
6	sponges	3921	500	8	4000			720	4720
7	Rope (Broom) (Broom)	5509	60	120	7200			1296	8496
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD	
Inward No: 17136	Dt: 20/10/21
MRN No:	Dt:
Received By:	Sign: 4
SUMMIT SALES LLP	

Mode of Payment :
Cash / Cheque / Cheque No.M. madh
7337528678

Total Amount	24740
Add CGST 9%	1574.1
Add SGST 9%	1574.1
Total GST	3148.2
Total Amount	27888.2

Rupees in words.....

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

Page(s) 1 Of 2

12-10-2021 15:59:09



81629

18.10.21 2:04:47

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

81629

169094

Doc Date

30-09-2021

Quote No

Nil

Quote Date

09-09-2021

SupplyType

Supply

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6025 - Miscellaneous - Gova rope - NA - bundles	30.00	150.00	0.00	5.00	4,725.00
2 4080 - Consumables - Bombay Brooms - Other - Nos small	200.00	8.00	0.00	0.00	1,600.00
3 4009 - Consumables - Coconut Broom - other - nos	200.00	12.00	0.00	0.00	2,400.00
4 6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
5 9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
6 4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
7 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
Total Order Value . . .					27,888.20
Rupees : Twenty Seven Thousand Eight Hundred Eighty Eight and Paise Twenty Only.					

Terms and Conditions :-**Specification / Brand** 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

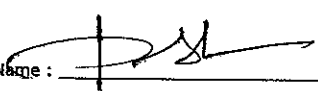
Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation Cost** 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 purpose**Completion Date** Nil**Measurment** Nil**Security** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Akshaya Traders**Name : 

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

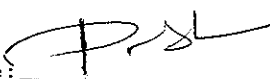
12-10-2021 15:59:09

Original / Office Copy / Purchase Div.Copy

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : / /

1320

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		08-10-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169094	
Material required before date:				ID No.		70256	

S. No	Description	Size	Quantity	Units	Inward No	Date
✓ 1	Gova Rope 81629		30	Nos		
✓ 2	GI Bucket		24	Nos		
3	Plastic Blue Sheet	12x18	10	sft		
4	Plastic Blue Sheet	24x18	10	sft		
✓ 5	Spade With Handle		20	Nos		
6	Mopping Stick		30	Nos		
7	Bombay Broom	Big	50	Nos		
8	Acid	1ltr	60	Nos		
9	Phenyle	1ltr	40	Nos		
10	Harpic	500ml	20	Nos		
11	Lizol	1ltr	48	Nos		
12	Surf	500grms	30	Nos		
13	Vim bar		24	Nos		
14	Santoor Handwash		48	Nos		
15	Dettol Liquid		10	Nos		
16	Room Freshner		24	Nos		
17	Air Pockets		20	Nos		
18	Odonil		36	Nos		
19	Yellow Cloth		120	Nos		
20	Checks cloth		120	Nos		
21	Wiper		30	Nos		
22	Dust Pan		24	Nos		
23	Plastic Bucket		20	Nos		
✓ 24	Plastic Gampa		60	Nos		
✓ 25	Sponges		500	Nos		

APPROVED BY

11 OCT 2021

SOHAM MODI
MANAGING DIRECTOR

26	Bombay Broom /	Small	200	Nos		
27	Coconut Broom /		200	Nos		
Remarks: For Stock Replenishing Purpose						
Prepared By		Bhavani				
Sign. & Date		08-10-2021		Sign. & Date		

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

APPROVED BY
11 OCT 2021
SOHAM MODI
MANAGING DIRECTOR