PURCHASE DIVISION
Advice for approval for credit to supplier

25/10

Date:	25/10/21	Prepared by:	Radha
PO/WO no.	81629	PO / WO Date.	3/9/21
Supplier Name	Akshaya Traders	PO/WO amount	27,888/-
Firm/Company	SSLLP	Project	Shup
Sl. No.	Bill No.	Bill Date	Bill amount
1	1516	26/10/21	27,888/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			27,888/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98101	◻ Yes ◻ No
2.				◻ Yes ◻ No
3.				◻ Yes ◻ No
Amount B – Other Credits : Transportation charges				—
Amount C – Other Debits :				—
Amount D (D=A+B-C) – Amount to be credited to the supplier:				27,888/-
Amount E – PO / WO value:				27,888/-
Amount F – Difference (A – E): GST-18%				—

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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 25 OCT 2021 MANISH 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. 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.

GSTIN : 36BFYPA0121AZ3

Invoice No. 1516

Date 20/10/2021

Name Summit Sales LLP GSTIN 36ACOFS2044C1Z7

Address P.O. No. 81629

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Goa 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	spade with handle	1718	20	120	2400			432	2832.
6	sponges	3921	500	8	4000			720	4720.
7	PVC Gampa (Big	5509	60	120	7200			1296	8496.
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

MRN. 98/10

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

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

Mode of Payment :
Cash / Cheque / Cheque No.

M. madhu
7337528678

SUMMIT SALES LLP
IN WARD
No: 25826
Date: 22/10/21
Sign:
R.R. DIST.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 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	**Doc No**	81629	169094
	Doc Date	30-09-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	09-09-2021	
9381004542 9959611144	**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
Penality 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	Nil

For ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ____________ Name : ____________ Date : __/__/____

Contact

Purchase Order

 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		APPROVED BY
Sign.& Date	08-10-2021	Sign. & Date	11 OCT 2021 SOHAM MODI MANAGING DIRECTOR

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