PURCHASE DIVISION
Advice for approval for credit to supplier

E 20/10

Date:	20/10/21	Prepared by:	Hemha
PO/WO no.	80155	PO / WO Date.	30/8/24
Supplier Name	Akshaya Trader	PO/WO amount	1,400/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1486	4/10/24	1,600/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,600/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97403	☑ 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:	1,600/-
Amount E – PO / WO value:	1,400/-
Amount F – Difference (A – E): GST-18%	200/-

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	23/10/24
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts 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. 1486

GSTIN : 36BFYPA0121AZ3

Date 04/10/2021

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 80155

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	200	8	1600	-	-	-	1600/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 8527
Date: 20-10-21
Sign:
R.R. DIST.

Total Amount	1600/-
Add CGST 9%	
Add SGST 9%	00
Total GST	00
Total Amount	1600

Mode of Payment :
Cash / Cheque / ~~Cheque No.~~

INWARD
Inward No: 12070 Dt: 5.10.21
MRN No: 97403 Dt: 7/10/21
Received By: Sign:
SUMMIT SALES LLP

Rupees inwords

For **AKSHAYA TRADERS**

A. Suresh

Receiver's Signature

Proprietor

Purchase Order

 30-08-2021 17:36:09 Origin:

80155
27.08.21 3:31:35

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**	80155	168967
	Doc Date	30-08-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	30-08-2021	
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	4080 - Consumables - Bombay Brooms - Other - Nos *Small*	200.00	7.00	0.00	0.00	1,400.00
					Total Order Value . . .	**1,400.00**

Rupees : One 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 : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

1180

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168967
Material required before date:		ID No.	68871

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1 Ltrs	60	Nos		
2	Phinyle	1 Ltrs	40	Nos		
3	Lozol 80148	1 Ltrs	48	Nos		
4	Dettol Hand Wash-Santoor		48	Nos		
5	Vim bar		24	Nos		
6	Air Freshner-Odonil		36	Nos		
7	Air Pockets		20	Nos		
8	Bombay Brooms 80155	Small	200	Nos		
9	Room Freshner		24	Nos		
10	Plastic Blue Sheet 80152	12x18	4320	Sft		
11	PVC Bucket		20	Nos		
12	Hacksaw Blade Double 80156		300	Nos		
13	Hacksaw Blade Single		200	Nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	Bhavani		
Sign.& Date	27-08-2021	Sign. & Date	APPROVED BY 28 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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