PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/10/21	Prepared by:	
PO/WO no.	82045	PO / WO Date.	26/10/21
Supplier Name	Akshaya Trader	PO/WO amount	21,344/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1536	28/10/21	21,344/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21,344/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98572	☐ 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:	21,344/-
Amount E – PO / WO value:	21,344/-
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	6/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 02 NOV 2021 MINISH PARIKH				
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 1,0[illegible] 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. 1536 Date 28/10/2021

Name Summit Sales LLP GSTIN 36ACQFS2044Q1Z7

Address .... P.O. No. 82045

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

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Gover Rope	8202	60	150	9000	450			9450.
2	Bucket	1716	48	110	5280			950.4	6230.4.
3	Spade with Handel	1718	40	120	4800			864	5664.
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 12178 Dt: 28/10/21
MRN No: 98572 Dt: 29/10/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount	19080.
Add CGST 9%	1132.2
Add SGST 9%	1132.2
Total GST	2264.4
Total Amount	21344.40

Mode of Payment :
Cash / Cheque / Cheque No.

SUMMIT SALES LLP
IN WARD
No: 86214
Date: 28/10/21
Sign:
R.R. DIST.

Rupees inwords ....

For **AKSHAYA TRADERS**

Receiver's Signature

Proprietor

Purchase Order

 26-10-2021 14:46:01

82045
25.10.21 1:31:05

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**	82045	169130
	Doc Date	26-10-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	30-09-2021	
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	60.00	150.00	0.00	5.00	9,450.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
3	9570 - Tools - Spade with handle - NA - nos	40.00	120.00	0.00	18.00	5,664.00
					Total Order Value . . .	**21,344.40**

Rupees : Twenty One Thousand Three Hundred Fourty Four and Paise Fourty 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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 26/10/2021

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169130
Material required before date:		ID No.	70617

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Recron		400	Nos		
2	PVC Drums		15	Nos		
3	Teflon Tapes		500	Nos		
4	Gova Ropes 82041		30	Bundles		
5	GI Bucket		48	Nos		
6	Plastic Blue Sheet	12x18	6480	sft		
7	Blue Sheet	24x18	12960	sft		
8	Spade with handle		40	Nos		
9	Safety Belt 1/2 body		50	Nos		
10	Hacksaw Blade Double		400	Box		
11	Labour Helmets Male		300	Nos		
12	Safety Indication Ribbon		20	Nos		
13	Safety Jackets-Orange		500	Nos		
14	First Aid Kit		10	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign.& Date	21-10-2021	Sign. & Date	

APPROVED BY
22 OCT 2021
SOHAM MODI
MANAGING DIRECTOR

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