C

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/10/21	Prepared by:	[illegible]
PO/WO no.	820 JI	PO / WO Date.	26/10/21
Supplier Name	AKshaya Traders	PO/WO amount	11,840/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1537	28/10/21	11,840/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			11,840/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98573	☐ 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:	11,840/-
Amount E – PO / WO value:	11,840/-
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				
Date			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. 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. 1537

Date: 28/10/2021

Name: Summit Sales LLP GSTIN: 36ACQFS2044Q2Z7

Address: P.O. No. 82051

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay broom.	9603	300	8	2400	-	-	-	2400.
2	Sponges.	3921	1000	8	8000			1440	9440.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 1776 Dt: 28/10/21
MRN No: Dt:
Received By: 98523 Sign:
SUMMIT SALES LLP

Total Amount		10400.
Add CGST 9%	720	
Add SGST 9%	720	
Total GST	1440	
Total Amount		11840.

Mode of Payment :
Cash / Cheque / Cheque No.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 86215
Date: 28-10-21
Sign:

Rupees inwords

For **AKSHAYA TRADERS**

Receiver's Signature

Proprietor

Purchase Order

82051
25.10.21 1:31:05

 26-10-2021 16:07:55 Orig

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**	82051	169131
	Doc Date	26-10-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	26-10-2021	
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	300.00	8.00	0.00	0.00	2,400.00
2	4057 - Consumables - Sponges - NA - nos	1,000.00	8.00	0.00	18.00	9,440.00
					Total Order Value . . .	**11,840.00**

Rupees : Eleven Thousand Eight Hundred 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.	169131
Material required before date:		ID No.	70618

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Whiper		20	Nos		
2	Mopping stick		30	Nos		
3	Bombay Broom	Big	100	Nos		
4	Bombay Broom 82051	Small	300	Nos		
5	Sponges		1000	Nos		
6	Acid	1ltrs	60	Nos		
7	Phinyle	1ltrs	40	Nos		
8	Lizol	1ltrs	48	Nos		
9	Harpic	500ml	24	Nos		
10	Room Freshner 82050		36	Nos		
11	Water Bottles		48	Nos		
12	Santoor Hand wash		48	Nos		
13	Surf	500grms	30	Nos		
14	Vim Bar		24	Nos		
15	Odonil		36	Nos		
16	White Cloth		120	Nos		
17	Yellow Cloth		120	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	21-10-2021	Sign. & Date	22 OCT 2021

SOHAM MODI
MANAGING DIRECTOR

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