PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/11/21	Prepared by:	Sneha
PO/WO no.	82348	PO / WO Date.	5/11/21
Supplier Name	Akshaya traders	PO/WO amount	5200/-
Firm/Company	Summit Sales llp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1575	15/11/21	5200/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5200/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	99501	☑ 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:	5200/-
Amount E – PO / WO value:	5200/-
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	29/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	26/11/21	26/11					

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. 1575

GSTIN : 36BFYPA0121AZ3

Date 15/11/2021

Name Summit Sales LLP GSTIN 36ACBFS2044C1Z7

Address P.O. No. 82348

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Brooms Coconut	9603	300	12	3600	–	–	–	3600.-
2	Bombay Brooms	9603	200	8	1600	–	–	–	1600.-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17251 Dt: 18/11/21
MRN No: 99501 Dt: 22/11/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 87197
Date: 23/11/21
Sign:
R.R. DIST.

Total Amount	5200.-
Add CGST 9%	
Add SGST 9%	
Total GST	
Total Amount	5200.-

Mode of Payment :
Cash / Cheque / Cheque No.

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

 05-11-2021 15:02:42

Purchase Order

82348
30.10.21 11:22:45

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**	82348	169156
	Doc Date	05-11-2021	
	Quote No	Nil	
	Quote Date	05-11-2021	
	SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4009 - Consumables - Coconut Broom - other - nos	300.00	12.00	0.00	0.00	3,600.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	200.00	8.00	0.00	0.00	1,600.00
					Total Order Value . . .	**5,200.00**

Rupees : Five Thousand Two 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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______________

Date : __/__/____

Requisition Form 1410

Company Name:	SUMMIT SALES LLP	Date:	29-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169156
Material required before date:		ID No.	70826

S. No.	Description	Size	Quantity	Units	Inward No	Date
1	Coconut Brooms 82348		300	Nos		
2	Wiper		30	Nos		
3	Bombay Broom	Small	200	Nos		
4	PVC Bucket		10	Nos		
5	Gunny Bags 82347		2000	Nos		
6	Water Bottles		36	Nos		
7	Bleaching Powder		5	Nos		
8	Mopping Cloth		120	Nos		
9	Dust Pan		12	Nos		
10	Scrubber 82349		24	Nos		
11	Colin	500ml	40	Nos		
12	Lizol	1ltr	24	Nos		

Remarks:For Stock Replenishing purpose

Prepared By	Bhavani		
Sign.& Date	29-10-2021	Sign. & Date	

APPROVED BY
01 NOV 2021
SOHAM MODI
MANAGING DIRECTOR

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