E 26/11 (B)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/11/21	Prepared by:	Sneha
PO/WO no.	82421	PO / WO Date.	8/11/21
Supplier Name	Akshaya traders	PO/WO amount	4,425/-
Firm/Company	Summit Sales Llp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1574	15/11/21	4,425/-
2			
3			/
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,425/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	99502	☑ 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:	4,425/-
Amount E – PO / WO value:	4,425/-
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. 1574

GSTIN : 36BFYPA0121AZ3

Date 15/11/2021

Name Summit sales LLP GSTIN 36AACDF5204K1Z7

Address P.O. No. 82121

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay nails 2"	1718	25	75	1875			337.5	2212.5
2	Bombay nails 2½"	1718	25	75	1875			337.5	2212.5
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17253 Dt: 18/11/21
MRN No: 99502 Dt: 22/11/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82176
Date: 23/11/21
Sign:

Total Amount		3750.
Add CGST 9%	337.5	
Add SGST 9%	337.5	
Total GST	675	
Total Amount		4425.

Mode of Payment :
Cash / Cheque / Cheque No.

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

 08-11-2021 17:02:34

Purchase Order

82421
09.11.21 4:15:36

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	82421	169152
Doc Date	08-11-2021	
Quote No	Nil	
Quote Date	28-10-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
					Total Order Value . . .	**4,425.00**

Rupees : Four Thousand Four Hundred Twenty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 bome by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince 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 : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	28-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169152
Material required before date:		ID No.	70830

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Wood Screws	30x8	30	Pkts		
2	Measurement Tapes	100mtrs	5	Nos	~~82420~~	
3	Bombay Nails	2”	25	Kgs	82421.	
4	Bombay Nails	2 1/2”	25	Kgs		
5	Wood Screws	35x8	30	Pkts	~~82424~~	

Remarks:For Stock Replenishing purpose			APPROVED BY
Prepared By	Bhavani		01 NOV 2021
Sign.& Date	28-10-2021	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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