PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/11/21	Prepared by:	Sneha
PO/WO no.	82697	PO / WO Date.	15/11/21
Supplier Name	Akshaya traders	PO/WO amount	4,432/-
Firm/Company	Summit sales llp	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1582	20/11/21	4432/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4432/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	99507	☑ 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:	4,432/-
Amount E – PO / WO value:	4,432/-
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.

GSTIN : 36BFYPA0121AZ3

Invoice No. 1582

Date 20/11/2021

Name: Summit Sales LLP GSTIN 36ACRFS2044E1Z7

Address: SECUNDERABAD P.O. No. 82697

State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Spider with Hart	1718	20	120	2400			432	2832-
2	Bombay Broom	9603	200	8	1600	—	—	—	1600-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17263 Dt: 22-11-21
MRN No: 99507 Dt: 22/11/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4000-
Add CGST 9%	216	
Add SGST 9%	216	
Total GST	432	
Total Amount		4432-

Mode of Payment :
Cash / Cheque / Cheque No.

SUMMIT SALES LLP
IN WARD
No: 87173
Date: 22.11.21
Sign:
R.R. DIST.

Rupees inwords ....

For **AKSHAYA TRADERS**

Receiver's Signature

Proprietor

18-11-2021 13:38:02

Purchase Order

82697
12.11.21 5:07:44

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	82697	169181
Doc Date	18-11-2021	
Quote No	Nil	
Quote Date	18-11-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	200.00	8.00	0.00	0.00	1,600.00
					Total Order Value . . .	**4,432.00**

Rupees : Four Thousand Four Hundred Thirty Two 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

20/11/2021

Name : ____________________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169181
Material required before date:		ID No.	7122

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	32mm	24	Nos		
2	Binder Clips 103	50mm	12	Nos		
3	Calculater		10	Nos		
4	Stapler Pins 82695	Small	100	Nos		
5	Fevistic		30	Nos		
6	Marker-Black		30	Nos		
7	Punch machine	Big	10	Nos		
8	Mouse		5	Nos		
9	Thermocol		200	Nos		
10	Biometric Adapter		5	Nos		
11	Teflon Tapes 82701		500	Nos		
12	Plastic Blue Sheet 82700	12x18	6480	sft		
13	Blue Sheet	24x18	8640	sft		
14	Spade With Handle	82697	20	Nos		
15	Cube Testing Moulds		24	Nos		
16	Whitners		20	Nos		
17	Stamp Pad		20	Nos		
18	Paper	A4	50	Bundles		
19	Bombay Broom	Small	200	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	15-11-2021	Sign. & Date	15 NOV 2021 SOHAM MODI MANAGING DIRECTOR

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