PURCHASE DIVISION
Advice for approval for credit to supplier

10/12

Date:	9/12/2021	Prepared by:	Sai kiran
PO/WO no.	83218	PO / WO Date.	3/12/2021
Supplier Name	Akshaya traders	PO/WO amount	20331.20
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1619	6/12/2021	20,331.20
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			20,331.20

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			100363	☑ 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:				20,331.20
Amount E – PO / WO value:				20,331.20
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	13/12/2021
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai kiran						
Date	9/12/2021						

APPROVED
11 DEC 2021
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 1,00,000/- . 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. 1619

Date. 6/12/2021

Name: Summit Sales LLP GSTIN: 36ACQFS2044C1Z7

Address: P.O. No. 83218

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Brooms	9603	200	8	1600	—	—	—	1600.
2	Sponges	3921	500	8	4000			720	4720.
3	Coconut Brooms	9603	200	12	2400	—	—	—	2400.
4	P.V.C Campa	5509	60	120	7200			1296	8496.
5	Iron bucket	1712	24	110	2640			475.2	3115.2
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 88629
Date: 8/12
Sign:

INWARD
Inward No: 17339 Dt: 7/12/21
MRN No: 100363 Dt: 8/12/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Total Amount		17840.
Add CGST 9%	1245.6	
Add SGST 9%	1245.6	
Total GST	2491.2	
Total Amount		20331.20

Rupees inwords.........

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

03-12-2021 14:35:02

Purchase Order

83218

02.12.21 2:43:07

.Copy

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	83218	169213
Doc Date	03-12-2021	
Quote No	Nil	
Quote Date	03-12-2021	
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	200.00	8.00	0.00	0.00	1,600.00
2	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
3	4009 - Consumables - Coconut Broom - other - nos	200.00	12.00	0.00	0.00	2,400.00
4	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
5	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
	Rupees : Twenty Thousand Three Hundred Thirty One and Paise Twenty Only.				**Total Order Value . . .**	**20,331.20**

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	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For *Summit Sales LLP*
Authorised Signatory

Name : 06/12/2021

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name :

Date : __/__/____

1499

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	29-11-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00PM
Supplier		Req. No.	169213
Material required before date:		ID No.	71700

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Air Freshner-odonil		48	Nos		
2	Room Freshner		24	Nos		
3	Santoor Hand Wash		48	Nos		
4	Vim bar		24	Nos		
5	Surf	500grms	30	Nos		
6	Harpic Cleaner	500ml	48	Nos		
7	Colin	500ml	20	Nos		
8	Phinyle	1ltr	40	Nos		
9	Lizol	1ltr	24	Nos		
10	Wiper		20	Nos		
11	Mopping Stick		50	Nos		
12	GI Bucket		24	Nos		
13	PVC Bucket		10	Nos		
14	Yellow Cloth		120	Nos		
15	Bobble Can	20ltrs	20	Nos		
16	Grey Colour Door Mat	4x2	8	Nos		
17	Bombay Broom	Small	200	Nos		
18	Sponges		500	Nos		
19	Coconut Brooms 83218		200	Nos		
20	PVC Gampa		60	Nos		

Remarks:For Replenishing Stock Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	29-11-2021	Sign. & Date	02 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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