PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/12/21	Prepared by:	Harsha
PO/WO no.	83425	PO / WO Date.	8/12/21
Supplier Name	Akshaya Traders	PO/WO amount	7,914/-
Firm/Company	SSLVP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1647	12/12/21	7,914/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,914/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	100830	☑ 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:	7,914/-
Amount E – PO / WO value:	7,914/-
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	24/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 20 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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. 0,000/- 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. 1647

GSTIN : 36BFYPA0121AZ3

Date 17/12/2021

Name Summit sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 83425 / PO:Dt:- 08/12/21

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Crow Bar	7215	5	450	2250	–	–	–	2250/-
2	spade with handle	7307	40	120	4800			864	5664/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17393 Dt: 18/12/21
GRN No: 100830. Dt: 18/12/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Total Amount		7050/-
Add CGST 9%	432	
Add SGST 9%	432	
Total GST	864	
Total Amount		7914/-

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88623
Date: 19/12
Sign:

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

A. Suresh.

Proprietor

Purchase Order

 08-12-2021 16:29:14

83425
09.12.21 3:16:08

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	**Doc No**	83425	169237
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	08-12-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-09-2021	
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	9513 - Tools - Crowbar - other - nos	5.00	450.00	0.00	0.00	2,250.00
2	9570 - Tools - Spade with handle - NA - nos	40.00	120.00	0.00	18.00	5,664.00
					Total Order Value . . .	**7,914.00**

Rupees : Seven Thousand Nine Hundred Fourteen Only.

Terms and Conditions :-

Specification /	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	Transport cost shall be borne 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	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 : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04-12-2021
Site & Phase:	SUMMIT HOUSING LLP	Time:	15:00PM
Supplier		Req. No.	169237
Material required before date:		ID No.	71874

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Recron		800	Nos		
2	PVC Drums		5	Nos		
3	Spacers all in one 83423		5000	Nos		
4	Plastic Blue Sheet	12x18	4320	sft		
5	Blue Sheet 83424	24x18	8640	sft		
6	Spade with Handle		40	Nos		
7	Helmets Staff & Visitors 83426		50	Bags		
8	Hacksaw Blade	Double	200	Nos		
9	Crow Bar 83425		5	Nos		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	04-12-2021	Sign. & Date	06 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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