PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/12/21	Prepared by:	Haida
PO/WO no.	83463	PO / WO Date.	9/1/21
Supplier Name	Akshaya Trade	PO/WO amount	5,515/=
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1648	17/1/21	5,515/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,515/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	100826	☑ 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:				5,515/-
Amount E – PO / WO value:				5,515/-
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	24/1/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	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. 1,00,000/- 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. 1648

GSTIN : 36BFYPA0121AZ3

Date 17/12/2021

Name: Summit sales LLP GSTIN: 36ACBFS2044C1Z7

Address: P.O. No. 83463 / PO.D:-9/12/21

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Coconut brooms	9603	200	12	2400	-	-	-	2400/-
2	GI Buckets	7314	240	110	2640			475.2	3115.2/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total Amount		5040/-
Add CGST 9%	237.6	
Add SGST 9%	237.6	
Total GST	475.2	
Total Amount		5515.2/-

SUMMIT SALES LLP
IN WARD
No: 88624
Date: 19/12
Sign:
R.R. DIST.

INWARD
Inward No: 17390 Dt: 18/12/21
MRN No: 100826 Dt: 18/12/21
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

A. Suresh

Proprietor

Purchase Order

Origi 83463
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**	83463	169236
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	09-12-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	09-12-2021	
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	4009 - Consumables - Coconut Broom - other - nos	200.00	12.00	0.00	0.00	2,400.00
2	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
					Total Order Value . . .	**5,515.20**

Rupees : Five Thousand Five Hundred Fifteen and Paise Twenty 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	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.		169236	
Material required before date:			ID No.		71873	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Santoor Hand Wash		48	Nos		
2	Vim bar 83462		24	Nos		
3	Coconut Brooms		200	Nos		
4	Harpic	500ml	24	Nos		
5	Coiln	500ml	20	Nos		
6	Phinyle	1ltr	40	Nos		
7	Bleaching Powder	25kgs	5	Bags		
8	GI Bucket 83463		24	Nos		
9	Odonil		36	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.