PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/12/21	Prepared by:	Handa
PO/WO no.	83478	PO / WO Date.	10/12/21
Supplier Name	Akshaya Traders	PO/WO amount	~~Fo~~ 3,540/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1645	17/12/21	3,540/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,540/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	100827	□ 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:				3,540/-
Amount E – PO / WO value:				3,540/-
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	24/1/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED 20 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. 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.
GSTIN : 36BFYPA0121AZ3

Invoice No. 1645

Date 17/12/2021

Name Summit Sales LLP GSTIN 36ACAFS2044C1Z7

Address P.O. No. 83478

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	MS nails 1"	1742	50 ✓	60	3000			540	3540/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
INWARD No: 88625
Date: 19/12
Sign:

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 17391 Dt: 18/12/21
MRN No: 100827 Dt: 18/12/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		3000/-
Add CGST 9%	270	
Add SGST 9%	270	
Total GST	540	
Total Amount		3540/-

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Asurresh
Proprietor

Purchase Order

 10-12-2021 12:13:34 PM Orig

83478
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**	83478	169230
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	10-12-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	03-12-2021	
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	2138 - Carpentry - hardware - MS Nails - 2 In - kgs	50.00	60.00	0.00	18.00	3,540.00
					Total Order Value . . .	**3,540.00**

Rupees : Three Thousand Five Hundred Fourty 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	03-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	15:00PM
Supplier		Req. No.	169230
Material required before date:		ID No.	71871

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Measurement Tape 83443	5mtrs	20	Nos		
2	Measurement Tape PVC	30mtrs	5	Nos		
3	MS Nails 83478.	2"	50	Kgs		

Remarks:For Replenishing Stock Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	03-12-2021	Sign. & Date	06 DEC 2021

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

SOHAM MODI
MANAGING DIRECTOR