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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/12/21	Prepared by:	Heda
PO/WO no.	83582	PO / WO Date.	14/12/21
Supplier Name	Akshaya Trader	PO/WO amount	6,320/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1656	21/12/21	6,320/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,320/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	101038	☐ 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:				6,320/-
Amount E – PO / WO value:				6,320/-
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	30/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 23 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. 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. 1656

Date 21/12/2021

Name Summit Sales LLP GSTIN 36ACAFS2044C1Z7

Address P.O. No. 83582

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Sponges	3921	500	8	4000			720	4720.
2	Bombay Brooms	9603	200	8	1600	—	-	—	1600.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17416 Dt: 21/12/21
MRN No: 101038 Dt: 22/12/21
Received By: Sign:
SUMMIT SALES LLP

Total Amount		5600.
Add CGST 9%	360	
Add SGST 9%	360	
Total GST	720	
Total Amount		6320.

Mode of Payment :
Cash / Cheque / Cheque No.

SUMMIT SALES LLP
IN WARD
No: 88822
Date: 23/12
Sign:
R.R. DIST

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

83582
09.12.21 3:17:43

 14-12-2021 12:51:36

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**	83582	169261
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	14-12-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	14-12-2021	
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	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	200.00	8.00	0.00	0.00	1,600.00
				Total Order Value . . .		**6,320.00**

Rupees : Six Thousand Three Hundred 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 : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	10-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169261
Material required before date:		ID No.	72044

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Santhhor Hand Wash		48	Nos		
2	Phinyle 83581	1ltr	40	Nos		
3	Sponges → 83582		500	Nos		
4	Acid	1ltr	60	Nos		
5	Bombay Broom	Small	200	Nos		
6	Gunny Bags 83583		1000	Bags		
7	PVC Bucket		10	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Bhavani		
Sign.& Date	10-12-2021	Sign. & Date	

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

APPROVED BY
13 DEC 2021
SOHAM MODI
MANAGING DIRECTOR