PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	4/1/22	Prepared by:	[signature]
PO/WO no.	84013	PO / WO Date.	29/12/21
Supplier Name	Akshaya Trader	PO/WO amount	3,600/-
Firm/Company	SSUP	Project	SKUP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1679	29/12/21	3,600/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,600/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	101516	☐ 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:	3,600/-
Amount E – PO / WO value:	3,600/-
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	14/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]				
Date							

APPROVED
07 JAN 2022
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 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. ,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. 1679

Date 29/12/2021

Name Summit sales LLP GSTIN 36AACFS2044L1Z7

Address P.O. No. 84013

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Coconut brooms	9603	100	12	1200	—	—	—	1200.
2	Bombay Brooms	9603	300	8	2400				2400.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD
Inward No: 17467 Dt: 29/12/21
MRN No: 101516 Dt: 30/12/21
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No. 18919
Date: 3/01
Sign:
R.R. DIST.

Total Amount	3600.
Add CGST 9%	
Add SGST 9%	
Total GST	
Total Amount	3600.

Mode of Payment :
Cash / Cheque / Cheque No. PS 892778633106

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

A. [signature]

Proprietor

Purchase Order

84013

 29-12-2021 10:52:41

5:44:06

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**	84013	169303
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	29-12-2021	
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	100.00	12.00	0.00	0.00	1,200.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
					Total Order Value . . .	**3,600.00**

Rupees : Three Thousand Six Hundred 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 : 30/12/2021

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169303
Material required before date:		ID No.	72434

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Lizol	1ltr	48	Nos		
2	Surf	500grms	30	Nos		
3	Mopping Stick		50	Nos		
4	Coconut Brooms		100	Nos		
5	Bombay Broom 84013	Small	300	Nos		
6	PVC Bucket with Mug		10	Nos		
7	Bleaching Powder 84012	25kgs	5	Bags		
8	Broom with stick		20	Nos		

Remarks: For Stock Replenishing purpose

Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	24-12-2021	Sign. & Date	27 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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