

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/1/22		Prepared by: H. S.	
PO/WO no. 83748		PO / WO Date. 18/12/21	
Supplier Name AKshaya Trade		PO/WO amount 18,142/-	
Firm/Company SS LLP		Project SRUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1674	28/1/22	18,142/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,142/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	-	-	☒ 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:			18,142/-
Amount E – PO / WO value:			18,142/-
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. 1/- ☐ No	
Payment – due date		8/1/22	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
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.



Invoice No.

1674

GSTIN : 36BFYPA0121A23

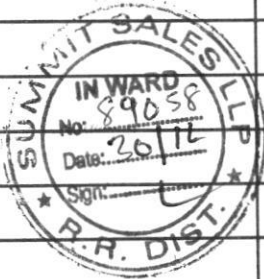
Date 28/12/2021

Name Summit sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 83748

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Holdfast	1718	150	65	9750			1755	11505
2	Bombay Nails 2"	1718	25	75	1875			337.5	2212.5
3	Bombay Nails 4 1/2"	1718	50	75	3750			675	4425
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									



INWARD	
Inward No: 17458	Dt: 29/12/21
Mode of Payment: Cash / Cheque / Cheque No.	Sign: [Signature]
SUMMIT SALES LLP	

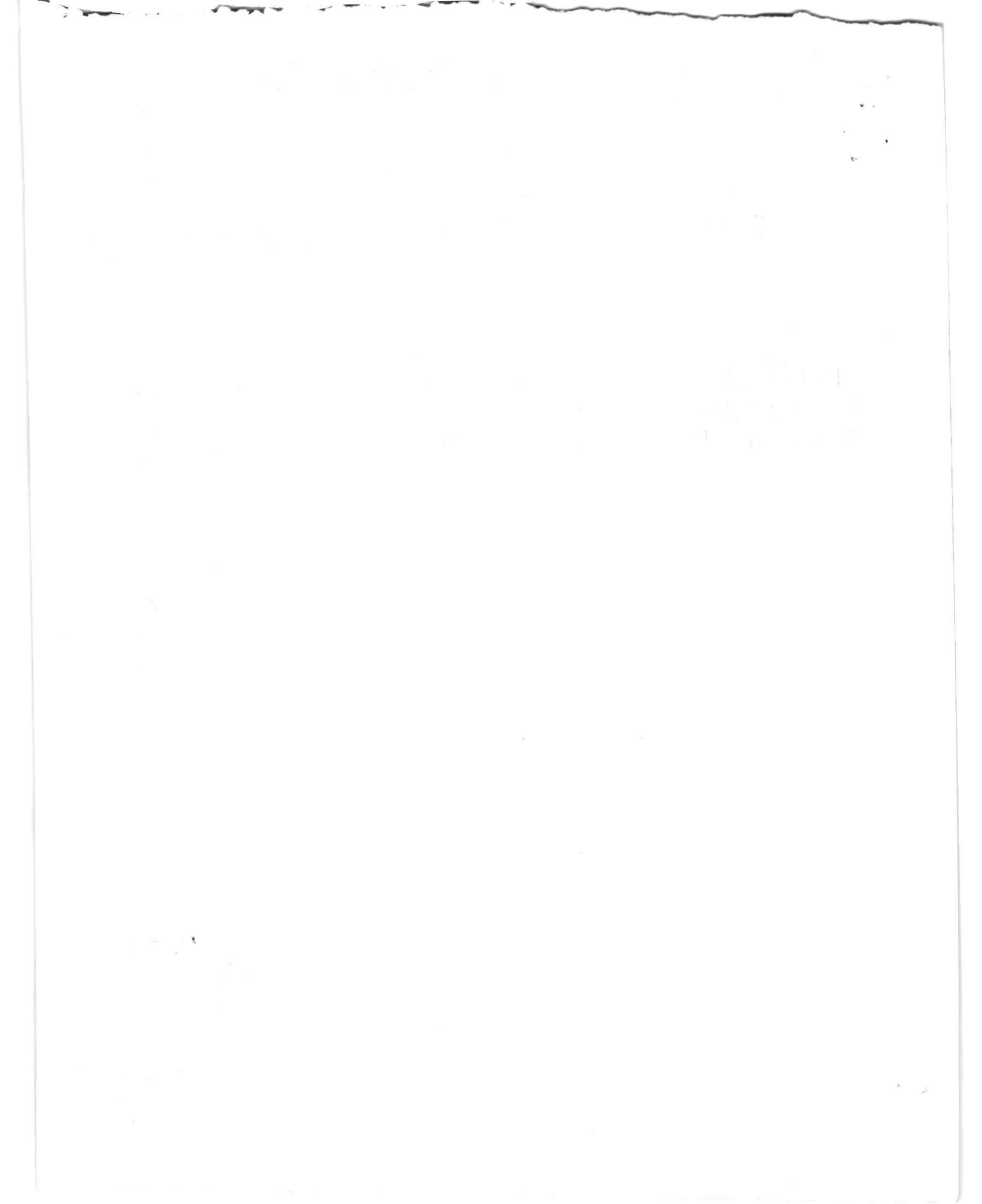
Total Amount	15375
Add CGST 9%	1383.75
Add SGST 9%	1383.75
Total GST	2767.5
Total Amount	18142.5

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor



Purchase Order

Page(s) 1 Of 1

21-12-2021 11:43:13 AM

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



83748

15.12.21 11:28:55

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	83748	169257
Doc Date	18-12-2021	
Quote No	NIL	
Quote Date	10-12-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2105 - Carpentry - hardware - Holdfast - other - kgs 4"	150.00	65.00	0.00	18.00	11,505.00
2 2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
3 2055 - Carpentry - hardware - Bombay Nails - 2 1/2 In - kgs	50.00	75.00	0.00	18.00	4,425.00
Total Order Value . . .					18,142.50

Rupees : Eighteen Thousand One Hundred Forty Two and Paise Fifty 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
Penalty 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 replenishing 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 : __/__/__

1570

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		10-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169257	
Material required before date:				ID No.		72177	

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher Plug 83747.	5mm	50	Pkts		
2	Fisher Plug	6mm	50	Pkts		
3	Hold Fast	4"	150	Kgs		
4	Bombay Nails 83748✓	2"	25	Kgs		
5	Bombay Nails	2 1/2"	50	Kgs		

Remarks: For Stock Replenishing purpose

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

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

