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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/1/22	Prepared by:	[illegible]
PO/WO no.	83748	PO / WO Date.	18/12/21
Supplier Name	Akshaya Traders	PO/WO amount	18,142/-
Firm/Company	SS LLP	Project	SR LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1674	28/12/21	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.	–	–	101439	☑ 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. ____/- ☑ No
Payment – due date	8/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 07 JAN 2022 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.

Invoice No. 1674 GSTIN : 36BFYPA0121AZ3 Date 28/12/2021

Name Summit sales LLP GSTIN 36ACQFS2046C1Z7

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 2½"	1718	50	75	3750			675	4425.
4									
5									
6									
7									
8									
9									
10									
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12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 89058
Date: 30/12
Sign:
R.R. DIST.

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

INWARD

Inward No: 17458	Dt: 29/12/21
MRN No: 101439	Dt: 29/12/21
Received By:	Sign:

SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Rupees inwords

Receiver's Signature

For **AKSHAYA TRADERS**

Proprietor

Purchase Order

83748
15.12.21 11:28:55

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
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 - 21/2 In - kgs	50.00	75.00	0.00	18.00	4,425.00
					Total Order Value . . .	**18,142.50**

Rupees : Eighteen Thousand One Hundred Fourty 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
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 replanishing 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		APPROVED
Sign.& Date	10-12-2021	Sign. & Date	23 DEC 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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