E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/03/22	Prepared by	Ramya	Serial no.	- 2282
Supplier name	Akshaya traders.			HO inward no	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	21/03/22	PO/WO No.	86585	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1849	23/03/22	12,282/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			12,282/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos	105264	Proof of delivery matches MRN	☑ 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:			12,282/-
Amount E PO / WO value:			12,282/-
Amount F – Difference (A – E):			—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received		
Close PO / WO	☑ Yes □ No – wait for balance material □ Other		
Payment – due date	28/3/22		
Remarks:	final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name	Ramya				
Sign	Ry				
Date	24/03/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

AKSHAYA TRADERS

Cell : 9958611144
9381004542

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. 1849

GSTIN : 36BFYPA0121AZ3

Date 23/03/20 22

Name Summit Sales LLP

Address .... GSTIN 36ACAFS2044C1Z7

P.O. No. 86585

State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	gova rope	8530	60	150	9000	450			9450.
2	spade with handle	1714	20	120	2400			432	2832.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
INWARD
No: 92591
Date: 24/3
Sign:
R.R. DIST.

9246364748

INWARD
Inward No: 17918 Dt: 24/3/22
MRN No: 105264 Dt: 24/3/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Total Amount		11400-
Add CGST 9%	441	
Add SGST 9%	441	
Total GST	882	
Total Amount		12282.

Rupees inwords............

....

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

 21-03-2022 11:50:47

Purchase Order

86585
16.03.22 2:13:32

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	86585	169586
Doc Date	21-03-2022	
Quote No	Nil	
Quote Date	21-03-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6025 - Miscellaneous - Gova rope - NA - bundles	60.00	150.00	0.00	5.00	9,450.00
2	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
				Total Order Value . . .		**12,282.00**

Rupees : Twelve Thousand Two Hundred Eighty Two Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 Site use 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 : 21/03/2022

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169586
Material required before date:		ID No.	74829

No	Description	Size	Quantity	Units	Inward No	Date
1	Gova rope 86585		60	Bundle		
2	Spade with handle		20	Nos		
3	Helemets staff and visitors		50	Nos		
4	Hacksaw blade double		300	Box		
5	Hacksaw blade single		100	Box		

Remarks: For Stock Repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	17.03..2022	Sign. & Date	17 MAR 2022 SOHAM MODI MANAGING DIRECTOR

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