PURCHASE DIVISION

Advice for approval for credit to supplier

F

Date:	24/03/22	Prepared by	Ramya	Serial no.	2256
Supplier name	Akshaya traders.			HO inward no	
Firm/Company	SSCCP	Project	SHICP	HO received date	
PO/WO date	23/03/22	PO/WO No.	86590	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1848	23/03/22	4720/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,720
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos	105265	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:	4,720/-
Amount E – PO / WO value:	4,720/-
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	28/03/022
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
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. 1848

GSTIN : 36BFYPA0121AZ3

Name: Summit Sales LLP Date: 23/03/2022

Address: GSTIN: 36ACQFS2044C1Z7

P.O. No. 86590

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	HoldFast	1718	50	80	4000			720	4720.
2									
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.

9248364748

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 17919 Dt: 24/3/22
MRN No: 185265 Dt: 24/3/22
Received By: Sign:
SUMMIT SALES LLP

Total Amount		4000.
Add CGST 9%	360	
Add SGST 9%	360	
Total GST	720	
Total Amount		4720.

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

 21-03-2022 11:50:47

Purchase Order

86590
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	86590	169584
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	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	80.00	0.00	18.00	4,720.00
	Rupees : Four Thousand Seven Hundred Twenty Only.				**Total Order Value . . .**	**4,720.00**

Terms and Conditions :-

Specification / Brand	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 Cost	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

21/03/2022

Name : ____________________

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.	169584
Material required before date:		ID No.	74827

No	Description	Size	Quantity	Units	Inward No	Date
1	Tile grout -Silk	1kg	70	Kgs		
2	Tile grout -White	1kg	70	Kgs		
3	Hold fast 86590	4"	50	Kgs		
4	Measurement Tapes	5meter	30	Nos		

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.