PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	04/04/22	Prepared by	Ramya	Serial no.	...-2782
Supplier name	Akshaya traders.			HO inward no.	
Firm/Company	SSCCP	Project	SHCCP	HO received date	
PO/WO date	25/03/22	PO/WO No.	86736	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1867	31/03/22	11741/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,741/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	105672	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:			11,741
Amount E – PO / WO value:			11,741/-
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	11/04/22		
Remarks:	04/04/22 Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	04/04/22				
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

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. 1867

Date 31/03/2022

Name Summit Sales LLP GSTIN 36ACAFS2044C1Z7

Address SGC-BAS P.O. No. 86736

State ..... State Code .....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Naff	1718	25✓	110	2750			495	3245-
2	Push gumpa	5509	60✓	120	7200			1296	8496-
3									
4									
5									
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14									
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17									
18									

SUMMIT SALES LLP
IN WARD
No. 92914
Date: 4/4/22
Sign:
R.R. DIST.

INWARD
Inward No: 17972 Dt: 01/4/22
MRN No: 105672 Dt: 1/4/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

Total Amount		9950-
Add CGST 9%	895.5	
Add SGST 9%	895.5	
Total GST	1799	
Total Amount		11741.

Rupees inwords .....

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

    25-03-2022 11:33:37

86736
16.03.22 2:13:34

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**	86736	169609
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	25-03-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-03-2022	
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	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
2	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
			Total Order Value . . .			**11,741.00**

Rupees : Eleven Thousand Seven Hundred Fourty One 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 : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	23.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169609
Material required before date:		ID No.	74958

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher plug	5mm	50	Pkts		
2	Fisher plug	6mm	50	Pkts		
3	Measurement Tapes	5mtrs	20	Nos		
4	Measurement Tapes PVC	30mtrs	8	Nos		
5	Measurement Tapes	100mtrs	5	Nos		
6	Bombay Nails 86736	2"	25	Nos		
7	Plastic gampa	17"	60	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign & Date	23.03..2022	Sign. & Date	24 MAR 2022

SOHAM MODI
MANAGING DIRECTOR

APPROVED
26 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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