PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/1/22	Prepared by	Hemendra	Serial no.	117
Supplier name	Akshaya Traders			HO inward no.	—
Firm/Company	SSLLP	Project	SHLLP	HO received date	—
PO/WO date	11/1/22	PO/WO No.	84438	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1697	12/1/22	12,282/-	☑ Yes ☐ No
2.			—	☐ Yes ☐ No
3.			—	☐ Yes ☐ No
4.			—	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12282/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	102222	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	22/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemendra	Prabhakar			
Sign:	[signature]	[signature] APPROVED			
Date	17/1/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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. 1697

Date 12/1/2022

Name: Summit Sales LLP. GSTIN 36ACQFS2044CR7

Address: P.O. No. 84438

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Goa rope	8310	60	150	9000	450			9450.
2	Spade with handle	1718	20	120	2400	–	–	432	2832.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

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

SUMMIT SALES LLP
INWARD
No: 89720
Date: 17/01
Sign:
R.R. DIST.

Mode of Payment :
Cash / Cheque / ~~Cheque No.~~

INWARD	
Inward No: 17524	Dt: 13/01/22
MRN No: 102222	Dt: 14/01/22
Received By:	Sign:
SUMMIT SALES LLP	

Rupees inwords.........

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 11-01-2022 15:49:30

84438
08.01.22 11:42:54

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**	84438	169332
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	11-01-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	11-01-2022	
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	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 /	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	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 stock 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 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:	31-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169332
Material required before date:		ID No.	72846

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Armond Board		25	Nos		
2	Teflan tape		500	Nos		
3	Gova Rope		60	Nos		
4	Blue sheet 84439	24x18	10	Nos		
5	Spade with handle 84438		20	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	31-12-2021	Sign. & Date	07 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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