PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 24/1/22 | Prepared by | Sneha. | Serial no. | 1540 |
| Supplier name | Akshaya traders | | | HO inward no. | |
| Firm/Company | Summit Saly llp | Project | SHUP | HO received date | |
| PO/WO date | 18/1/22 | PO/WO No. | 84667 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1713 | 21/1/22 | 9062.40/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 9062.40/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | |
| MRN nos.: | 102599 | 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: | | | 9062.40/- |
| Amount E – PO / WO value: | | | 9062.40/- |
| 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 | 7/2/22 | | |
| Remarks: | – final bill – | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Sneha | Balaraman | | | |
| Sign: | Sneha | [signature] APPROVED | | | |
| Date | 24/1/22 | 25 JAN 2022 | | | |
| 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.

Invoice No. 1713 GSTIN : 36BFYPA0121AZ3 Date 21/01/2022

Name: Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address: P.O. No. 84667

State: State Code:

| Sl. No. | PARTICULARS | HSN CODE | Qty. | Rate | Amount | 5% | 12% | 18% | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | GI Buckets | 1718 | 48 | 110 | 5280 | | | 950.4 | 6230.4 |
| 2 | spad with handle | 1718 | 20 | 120 | 2400 | | | 432 | 2832. |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
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| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |

| | | |
|---|---|---|
| Total Amount | | 7680- |
| Add CGST 9% | 691.2 | |
| Add SGST 9% | 691.2 | |
| Total GST | 1382.4 | |
| Total Amount | | 9062.4 |

Mode of Payment :
Cash / Cheque / Cheque No.

INWARD
Inward No: 17580 Dt: 21/01/22
MRN No: 102599 Dt: 22/1/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 96006
Date: 22/01
Sign:
R.R. DIST.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

# Purchase Order

 20-01-2022 10:45:38 AM

84667
08.01.22 11:50:03

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** | 84667 | 169372 |
| 6-4-392/1, New Bholakpur, Secunderbad | **Doc Date** | 18-01-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36BFYPA0121A1Z3 | **Quote Date** | 13-01-2022 | |
| 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 | 6023 - Miscellaneous - GI- Bucket - other - nos | 48.00 | 110.00 | 0.00 | 18.00 | 6,230.40 |
| 2 | 9570 - Tools - Spade with handle - NA - nos | 20.00 | 120.00 | 0.00 | 18.00 | 2,832.00 |
| | | | **Total Order Value . . .** | | | **9,062.40** |

Rupees : Nine Thousand Sixty Two and Paise Fourty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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 deli vary /DC can be sent by email. |

For ***Summit Sales LLP***

Authorised Signatory

21/01/2022

Name : ______

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______

Date : __/__/____

## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 13.01.2022 |
| Site & Phase : | SSHLP | Time: | 10:00 |
| Supplier | | Req.No. | 169372 |
| Material required before date: | 10.01.2022 | ID No. | 73003 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | PVC drums | | 15 | Nos | 84665 | |
| 2 | Mastic pad-armour board | 8'x4' | 25 | Nos | 84666 | |
| 3 | GI buckets | | 48 | Nos | | |
| 4 | Blue sheet | 24x18 | 8640 | Sft | 84668 | |
| 5 | Spade with handle | | 20 | Nos | 84667 | |
| 6 | Hacksaw blade double | | 200 | Box | 84669 | |
| 7 | Water bottles | 1ltr | 60 | Nos | 84670 | |

Remarks: For Stock Replenishing Purpose

| | | | |
|---|---|---|---|
| Prepared By | N.Vanajakshi | Approved by | |
| Sign.& Date | 13..01..2022 | Sign. & Date | |

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

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR