PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/1/22	Prepared by	Sneha	Serial no.	1541
Supplier name	Akshaya traders			HO inward no.	
Firm/Company	Summit Sales LLP	Project	SHLLP	HO received date	
PO/WO date	20/1/22	PO/WO No.	84696	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1715	21/1/22	7840/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7840/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102597	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:	7840/-
Amount E – PO / WO value:	7840/-
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	Bsongr			
Sign:	Sneha	[signature]			
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. 1715

GSTIN : 36BFYPA0121AZ3

Date 21/01/2022

Name SUMMIT SaLES LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 84696

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Coconut Brooms	9603	60	12	720	—	—	—	720.
2	Sponges	3921	500	8	4000			720	4720.
3	BOMBAY BROOMS	3960	300	8	2400	—	—	—	2400.
4									
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17									
18									

SUMMIT SALES LLP IN WARD No: 96668 Date: 22/01 Sign: R.R. DIST.

INWARD
Inward No: 17578 Dt: 21/01/22
MRN No: 102597 Dt: 22/1/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

Total Amount		7120.
Add CGST 9%	360	
Add SGST 9%	360	
Total GST	720	
Total Amount		7840.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 20-01-2022 12:34:31 PM

84696 Copy

08.01.22 11:50:04

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**	84696	169368
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	20-01-2022	
	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	4009 - Consumables - Coconut Broom - other - nos	60.00	12.00	0.00	0.00	720.00
2	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
3	4080 - Consumables - Bombay Brooms - Other - Nos *small*	300.00	8.00	0.00	0.00	2,400.00
				Total Order Value . . .		**7,840.00**

Rupees : Seven Thousand Eight Hundred 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 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 deli vary /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 21/01/2022

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.	169368
Material required before date:	10.01.2022	ID No.	~~73000~~ 72999

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1ltr	60	Nos	~~84694~~	
2	Cocount brooms A		300	Nos		
3	Dettol liquid		10	Nos		
4	sponges		500	Nos		
5	Bombay brooms small		300	Nos	84696	
6	PVC bucket veer		10	Nos		
7	Water bottles		60	Nos		
8	Torch light -big - Refl		5	Nos	~~84697~~	

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