PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/1/22	Prepared by	Sneha.	Serial no.	1542
Supplier name	Venkataramana Stationery & Binding works			HO inward no.	
Firm/Company	Summit Sales llp	Project	SHLLP	HO received date	
PO/WO date	18/1/22	PO/WO No.	84662	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1714	21/1/22	20001/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,0001/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102598	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:	20001/-
Amount E – PO / WO value:	20001/-
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	[signature]			
Sign:	Sneha				
Date	24/1/22	08 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
Sr. MANAGER PURCHASE
25 JAN 2022

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. 1714

Date 21/01/2022

Name Summit Salles LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 84662

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Hold Fast 4"	1718	150	65	9750			1755	11505.
2	Plastic gampa	5509	60	120	7200			1296	8496.
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 90007
Date: 24/01
Sign:

INWARD
Inward No: 17579 Dt: 21/01/22
MRN No: 102598 Dt: 22/1/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

Total Amount		16950.
Add CGST 9%	1525.5	
Add SGST 9%	1525.5	
Total GST	3051	
Total Amount		20001.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

    20-01-2022 10:45:38 AM

84662
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**	84662	169366
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	18-01-2022	
	Quote No	NIL	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	12-01-2022	
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	2105 - Carpentry - hardware - Holdfast - other - kgs 4"	150.00	65.00	0.00	18.00	11,505.00
2	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**20,001.00**

Rupees : Twenty Thousand 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 : 21/01/2022

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	12.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169366
Material required before date:	10.01.2022	ID No.	72997

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast	4"	150	Kgs	84662	
2	Plastic gampa	17"	60	Nos		
3	SS pin head screws	32X6	20	Pkts		
4	SS pin head screws	38X8	20	Pkts	84664	
5	SS pin head screws	32X8	20	pkts		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	12..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