

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 Up		Project: SHILLP		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	<i>[Signature]</i>			
Sign:	Sneha				
Date	24/1/22	08 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.



GSTIN : 36BFYPA0121AZ3

Invoice No. 1714

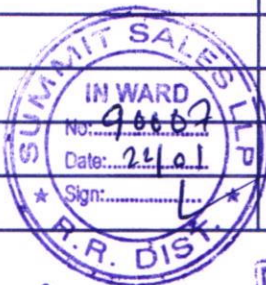
Date 21/01/2022

Name Summit Sales LLP GSTIN 36ACQFS2044C127

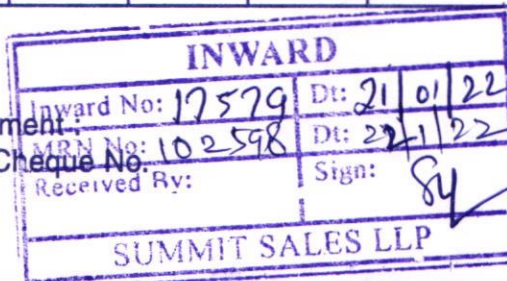
Address P.O. No. 84662

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 gamma	5509	60	120	7200			1296	8496
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									



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 in words

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

Page(s) 1 Of 1

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
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	84662	169366
Doc Date	18-01-2022	
Quote No	NIL	
Quote Date	12-01-2022	
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

Penalty 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 replenishing 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:		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	
N o	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.

