PURCHASE DIVISION

Advice for approval for credit to supplier

6

Date:	1/2/22	Prepared by	Sneha	Serial no.	...212
Supplier name	Akshaya traders			HO inward no.	
Firm/Company	SSllp	Project	SHllp	HO received date	
PO/WO date	24/1/22	PO/WO No:	84814	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1735	29/1/22	3835/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,835/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103013	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:	3,835/-
Amount E – PO / WO value:	3,835/-
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	APPROVED			
Sign:	Sneha	01 FEB 2022			
Date	1/2/22	MINISH PARIKH			
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. 1735

GSTIN : 36BFYPA0121A1Z3

Date 29/01/2022

Name: Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address: P.O. No. 84814

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Holofast	1718	50	65	3250			585	3835.
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 90296
Date: 01/2
Sign:
R.R. DIST.

INWARD
Inward No: 17620 Dt: 31/01/22
GRN No: 10303 Dt: 31/01/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment:
Cash / Cheque / Cheque No.

Total Amount		3250.
Add CGST 9%	292.5	
Add SGST 9%	292.5	
Total GST	585	
Total Amount		3835.

Rupees inwords..........

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

 27-01-2022 12:25:30

84814 opy

08.01.22 11:53:29

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**	84814	169385
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	24-01-2022	
	Quote No	NIL	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	19-01-2022	
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	50.00	65.00	0.00	18.00	3,835.00
					Total Order Value . . .	**3,835.00**

Rupees : Three Thousand Eight Hundred Thirty Five 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 : ________

Contact - -

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169385
Material required before date:	10.01.2022	ID No.	73140

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast	4"	50	Kgs		
2	Measurement tapes	5meter	20	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	19.01..2022	Sign. & Date	

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

APPROVED
24 JAN 2022