PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	2/2/22	Prepared by	Heda	Serial no.	2241
Supplier name	Akshaya Traders			HO inward no.	—
Firm/Company	SSUP	Project	SLUP	HO received date	—
PO/WO date	31/1/22	PO/WO No.	85000	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1743	1/2/22	22,213/-	☑ Yes ☐ No
2.			—	☐ Yes ☐ No
3.			—	☐ Yes ☐ No
4.			—	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,213/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103084	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:	22,213/-
Amount E – PO / WO value:	22,213/-
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	10/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Heda				
Sign:					
Date	2/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

02 FEB 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.

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. 1743

Date 1/2/2022

Name Summit Sales LLP GSTIN 36ALQFS2044C1Z7

Address P.O. No. 85000/

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Nails 2½	1718	25	75	1875			337.5	2212.5
2	M.S Nails 2½	1718	50	65	3250			585	3835.
3	Plastic Gonny	5509	60	120	7200			1296	8496.
4	Holdfast –	1718	100	65	6500			1170	7670.
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total Amount		18825.
Add CGST 9%	1694.25	
Add SGST 9%	1694.25	
Total GST	3388.5	
Total Amount		22213.5

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90345 Date: 2/2/22 Sign:

INWARD
Inward No: 17633 Dt: 01/2/22
GRN No: 103084 Dt: 2/2/22
Recd. By: Sign:
SUMMIT SALES LLP

* Mode of Payment:
Cash / Cheque / Cheque No.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 31-01-2022 13:58:36

85000
08.01.22 12:06:31

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**	85000	169414
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	31-01-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	31-01-2022	
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	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
2	2137 - Carpentry - hardware - MS Nails - 2 1/2 In - kgs	50.00	65.00	0.00	18.00	3,835.00
3	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
4	2105 - Carpentry - hardware - Holdfast - other - kgs	100.00	65.00	0.00	18.00	7,670.00
					Total Order Value . . .	**22,213.50**

Rupees : Twenty Two Thousand Two Hundred Thirteen and Paise Fifty 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

31/01/2022

Name : ____________

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________

Date : __/__/____

9959611144

Requisition Form

Company Name:	SSLLP	Date:	28.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169414
Material required before date:	10.01.2022	ID No.	73407

No	Description	Size	Quantity	Units	Inward No	Date
1	Measurement Tapes 85002	5meter	20	Nos		
2	Bombay Nails	21/2"	25	Kgs		
3	MS Nails 85000	21/2"	50	Kgs		
4	Plastic Gampa	17"	60	Nos		
5	Hold Fast	4"	100	Kgs		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	28.01..2022	Sign. & Date	

APPROVED BY
29 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

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