PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/2/22	Prepared by	Manoj	Serial no.	- 2561
Supplier name	Akshay Traders			HO inward no.	
Firm/Company	SSHLP	Project	SHLP	HO received date	
PO/WO date	1/2/22	PO/WO No.	84904	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1751	5/2/22	21600/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			21,600/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	103315	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:			21,600/-
Amount E – PO / WO value:			21,600/-
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	14/2/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	8/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
09 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

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. 1751

GSTIN : 36BFYPA0121AZ3

Date 5/02/2022

Name: Summit Sales LLP

GSTIN: 36ACQFS2044C1Z7
36ACQFS2044C1Z7

Address:

P.O. No. 84904

State:

State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	IRON BUCKETS	1718	48	110	5280			950.4	6230.4
2	Coconut Brooms	9603	100	12	1200	–	–	–	1200.
3	SPONGES	3921	500	8	4000			720	4720.
4	Gova RoPe	8530	60	150	9000	450			9450.
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 90718
Date: 7/2
Sign:

9246364748

Mode of Payment :
Cash / Cheque / Cheque No.

INWARD
Inward No: 17659 Dt: 5/2/22
MRN No: 103315 Dt: 5/2/22
Received By: Sign:
SUMMIT SALES LLP

Total Amount		19480.
Add CGST 9%	1060.2	
Add SGST 9%	1060.2	
Total GST	2120.4	
Total Amount		21600.40

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

 01-02-2022 15:59:46

84904
08.01.22 12:01:49

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**	84904	169419
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	01-02-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-02-2022	
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	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
2	4009 - Consumables - Coconut Broom - other - nos	100.00	12.00	0.00	0.00	1,200.00
3	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
4	6025 - Miscellaneous - Gova rope - NA - bundles	60.00	150.00	0.00	5.00	9,450.00
					Total Order Value . . .	**21,600.40**

Rupees : Twenty One Thousand Six Hundred and Paise 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

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169419
Material required before date: 10.01.2022		ID No.	73425

No	Description	Size	Quantity	Units	Inward No	Date
1	Harpic cleaner	500ml	20	Nos		
2	phinyle	1liter	40	Nos		
3	vimbar		24	Nos		
4	Dettol liquid		10	Nos		
5	PVC Bucket		10	Nos		
6	Water bottles		60	Nos		
7	Mopping cloth		120	Nos		
8	Odonil		36	Nos		
9	Scrubber		24	Nos		
10	Mopping Stick		30	Nos		
11	Dust Pan		12	Nos		
12	GI Buckets		48	Nos	APPROVED BY	
13	Coconut brooms 84904		100	Nos	31 JAN 2022	
14	Sponges		500	Nos	SOHAM MODI MANAGING DIRECTOR	
15	Gova Rope		60	Bundle		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	28.01..2022	Sign. & Date	31 JAN 2022 SOHAM MODI MANAGING DIRECTOR

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