PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/2/22	Prepared by	Hemanda	Serial no.	2836
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SKLLP	HO received date	
PO/WO date	8/2/22	PO/WO No.	85252	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1761	11/2/22	25,222/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	25,222/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	103694	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:	25,222/-
Amount E – PO / WO value:	25,222/-
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	24/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemanda	APPROVED			
Sign:	[signature]	16 FEB 2022			
Date	15/2/22	MINISH PARIKH			
Approval limit	Upto 20k	Above 20k MANAGER PROCUREMENT	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. 1761

GSTIN : 36BFYPA0121A1Z3

Date 11/02/2022.

Name Summit Sales LLP GSTIN 36ACDFS2044C1Z7

Address P.O. No. 85252

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Hole Past	1718	300	65	19500			3510	23010.
2	Bombay Nails 2"	1718	25	75	1875			337.5	2212.5
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total Amount		21375.
Add CGST 9%	1923.75	
Add SGST 9%	1923.75	
Total GST	3847.5	
Total Amount		25222.50

INWARD
Inward No: 17695 Dt: 14/2/22
MRN No: 103694 Dt: 15/2/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

SUMMIT SALES LLP
IN WARD
No: 9631
Date: 15/2
Sign:
R.R. DIST.

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

85252

 09-02-2022 12:54:04 PM Orig 31.01.22 4:53:34

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**	85252	169438
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	08-02-2022	
	Quote No	NIL	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	03-02-2022	
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	2105 - Carpentry - hardware - Holdfast - other - kgs 4"	300.00	65.00	0.00	18.00	23,010.00
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
				Total Order Value . . .		**25,222.50**

Rupees : Twenty Five Thousand Two Hundred Twenty Two 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

Name : ____________________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	03.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169438
Material required before date:	10.01.2022	ID No.	73590

No	Description	Size	Quantity	Units	Inward No	Date
1	Holdfast	4"	300	Kgs		
2	Bombay Nails 85252	2"	25	Kgs		

Remarks: For stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	03.02..2022	Sign. & Date	04 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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