PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/2/22	Prepared by	Hemendra	Serial no.	2862
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSCCP	Project	SHUP	HO received date	
PO/WO date	8/2/22	PO/WO No.	85262	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1760	11/2/22	8,347/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8,347/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103693	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:	8,347/-
Amount E – PO / WO value:	8,347/-
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:	Hemendra	APPROVED			
Sign:	[signature]	16 FEB 2022			
Date	15/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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.

1760 H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

GSTIN : 36BFYPA0121AZ3

Invoice No.

Date 11/02/2022

Name Summit Sales LLP GSTIN 36ACAFS2O44C1Z7

Address P.O. No. 85262

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Iron buckets	1724	24	110	2640			475.2	3115.2
2	Spade with handle	1718	20	120	2400			432	2832.
3	Bombay Brooms	9603	300	8	2400	—	—	—	2400
4									
5									
6									
7									
8									
9									
10									
11									
12	INWARD								
13	Inward No: 17694	Dt: 14/2/22							
14	MRN No: 103693	Dt: 15/2/22							
15	Received By:	Sign: 8							
16	SUMMIT SALES LLP								
17									
18									

Total Amount		7440.
Add CGST 9%	453.6	
Add SGST 9%	453.6	
Total GST	907.2	
Total Amount		8347.2

Mode of Payment
Cash / Cheque / Cheque No.

SUMMIT SALES LLP INWARD No: Dt: MRN No: Dt: Received By: Sign:

SUMMIT SALES LLP IN WARD No: 91030 Date: 15/2 Sign: R.R. DIST.

Rupees inwords

Receiver's Signature

For **AKSHAYA TRADERS**

A. [signature]

Proprietor

Purchase Order

85262
31.01.22 4:53:34

 08-02-2022 11:18:28

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**	85262	169444
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	08-02-2022	
	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	24.00	110.00	0.00	18.00	3,115.20
2	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
3	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
					Total Order Value . . .	**8,347.20**

Rupees : Eight Thousand Three Hundred Fourty Seven and Paise Twenty 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

Name : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	04.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169444
Material required before date:	10.01.2022	ID No.	73636

No	Description	Size	Quantity	Units	Inward No	Date
1	GI buckets		24	Nos		
2	Spade with handle 85262		20	Nos		
3	Bombay brooms small		300	Nos		
4	Safety indication ribbon		10	Nos		
5	Safety helemets male		300	Nos		

Remarks: For stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	04.02..2022	Sign. & Date	07 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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