PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/2/22	Prepared by	Hemanda	Serial no.	2082
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSUP	Project	ShUP	HO received date	
PO/WO date	14/2/22	PO/WO No.	85466	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1772	15/2/22	10,767/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,767/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103797	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:	10,767/-
Amount E – PO / WO value:	10,767/-
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	24/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemanda				
Sign:		17 FEB 2022			
Date	17/2/22				
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

AKSHAYA TRADERS

Cell : 9958611144
9381004542

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. 1772

GSTIN : 36BFYPA0121AZ3

Date 15/02/2022

Name: Summit sales LLP

Address: .... GSTIN: 36ACAFS2044C1Z7

.... P.O. No. 85466 – 169465

State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay Nails 2"	1718	25	75	1875				
2	Bombay Nails 2½	1718	25	75	1875			337.5	2212.5
3	Bombay Nails 3"	1718	25	75	1875			337.5	2212.5
4	BMS Nails 2"	1718	50	70	3500			337.5	2212.5
5								630	4130.0
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP R.R. DIST.
INWARD No: 91137
Date: 16/2
Sign:

M. mad

Mode of Payment :
Cash / Cheque / Cheque No.

INWARD
Inward No: 17706 Dt: 15/2/22
MRN No: 103797 Dt: 16/2/22
Received By: Sign:
SUMMIT SALES LLP

Total Amount	9125.
Add CGST 9%	821.25
Add SGST 9%	821.25
Total GST	1642.5
Total Amount	10767.50

Rupees inwords ....

For AKSHAYA TRADERS

A. Venkatesh

Receiver's Signature

Proprietor

Purchase Order

 14-02-2022 13:46:46

85466
31.01.22 4:53:35

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**	85466	169465
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	14-02-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	14-02-2022	
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	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
3	2056 - Carpentry - hardware - Bombay Nails - 3 In - kgs	25.00	75.00	0.00	18.00	2,212.50
4	2138 - Carpentry - hardware - MS Nails - 2 In - kgs	50.00	70.00	0.00	18.00	4,130.00
					Total Order Value . . .	**10,767.50**

Rupees : Ten Thousand Seven Hundred Sixty Seven 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:	10.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169465
Material required before date:	10.01.2022	ID No.	73776

No	Description	Size	Quantity	Units	Inward No	Date
1	Measurment Tapes PVC 85465	30mtr	5	Nos		
2	Bombay Nails	2"	25	Kgs		
3	Bombay Nails 85466	21/2"	25	Kgs		
4	Bombay Nails	3"	25	Kgs		
5	MS Nails	2"	50	Kgs		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	10.02..2022	Sign. & Date	12 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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