PURCHASE DIVISION

Advice for approval for credit to supplier

(B)

Date:	19/2/22	Prepared by	Snehy	Serial no.	2256
Supplier name	Akshaya traders			HO inward no.	
Firm/Company	SS Llp	Project	SHllp	HO received date	
PO/WO date	14/2/22	PO/WO No.	S15474	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	.1777	17/2/22	4672.80/	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,672.80/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103951	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:	4,672.80/-
Amount E – PO / WO value:	4,672.80/-
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	28/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Snehy	Prashanth			
Sign:	Snehy	APPROVED			
Date	19/2/22	19 FEB 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

MANAGER PURCHASE

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. 1777

GSTIN : 36BFYPA0121AZ3

Date. 17/02/2022

Name: Summit Sales LLP   GSTIN: 36ACQFS2044C1Z7

Address: P.O. No. 85474

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	IRon Buckets	1727	36	110	3960			712.8	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 91329
Date: 19/2
Sign: L
R.R. DIST.

Mode of Payment :
Cash / Cheque / Cheque No.

INWARD
Inward No: 17730 Dt: 17/2/22
MRN No: 103951 Dt: 19/2/22
Received By: Sign: 8
SUMMIT SALES LLP

Total Amount		3960.
Add CGST 9%	356.4	
Add SGST 9%	356.4	
Total GST	712.8	
Total Amount		4672.80/-

Rupees inwords..........

For **AKSHAYA TRADERS**

A. [illegible]

Receiver's Signature   Proprietor

Purchase Order

 Origi

85474
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**	85474	169468
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	6023 - Miscellaneous - GI- Bucket - other - nos	36.00	110.00	0.00	18.00	4,672.80
					Total Order Value . . .	**4,672.80**

Rupees : Four Thousand Six Hundred Seventy Two and Paise Eighty 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:	11.02.2022
Site & Phase :	SSHLP		Time:	10:00
Supplier			Req.No.	169468
Material required before date:		10.01.2022	ID No.	73785

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid		60	Nos		
2	Phinyl		20	Nos		
3	Harpic		40	Nos		
4	Lizol		48	Nos		
5	Dettol Handwash		48	Nos		
6	Vimbar 85472		24	Nos		
7	Surf		30	Nos		
8	Odonil		36	Nos		
9	Room freshner		24	Nos		
10	Dust bin		12	Nos		
11	Dust pan		12	Nos		
12	Broom with stick		20	Nos		
13	Mopping stick		40	Nos		
14	Bombay brooms	big	100	Nos		
15	GI buckets 85474		36	Nos		
16	Plastic bucket		20	Nos		
17	Blue sheet	18X24	10	Nos		
18	Hacksaw blade double		400	Nos		

Remarks: For Stock Repleneshing purpose			APPROVED BY
Prepared By	N.Vanajakshi	Approved by	12 FEB 2022
Sign.& Date	11.02..2022	Sign. & Date	SCHAM MODI MANAGING DIRECTOR

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