PURCHASE DIVISION

Advice for approval for credit to supplier

(6)

Date:	26/02/22	Prepared by	Vanajakshi	Serial no.	2501
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	23/02/22	PO/WO No.	85821	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1797	25/02/22	16,170/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,170/-

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

MRN nos.:	104246	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:	16,170/-
Amount E – PO / WO value:	16,170/-
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	7/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	26/02/22				
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

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. 1797

GSTIN : 36BFYPA0121AZ3

Date 25/02/2022

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No 25821

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	coconut brooms	9603	100	12	1200	–	–	–	1200.
2	sponges	3921	500	8	4000			720	4720.
3	Bombay Broom	9603	100	8	800	–	–		800.
4	Goua Rope	8310	60	150	9000	450			9450.
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total Amount		15000.
Add CGST 9%	585	
Add SGST 9%	585	
Total GST	1170	
Total Amount		16170.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91655
Date: 26/2
Sign:

INWARD
Inward No: 17773 Dt: 25/2/22
MRN No: 104246 Dt: 26/2/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 23-02-2022 14:43:46 Origi

85821
14.02.22 2:36:58

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**	85821	169495
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	23-02-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	23-02-2022	
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	4009 - Consumables - Coconut Broom - other - nos	100.00	12.00	0.00	0.00	1,200.00
2	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
3	4080 - Consumables - Bombay Brooms - Other - Nos	100.00	8.00	0.00	0.00	800.00
4	6025 - Miscellaneous - Gova rope - NA - bundles	60.00	150.00	0.00	5.00	9,450.00
				Total Order Value . . .		**16,170.00**

Rupees : Sixteen Thousand One Hundred Seventy 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 : 23/02/2022

Name : ______________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Date : _/_/_

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169495
Material required before date:		ID No.	74069

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1liter	60	Nos		
2	Coconut brooms		100	Nos		
3	Handwash santhoor		48	Nos		
4	Sponges 85821		500	Nos		
5	Bombay brooms	small	200	Nos		
6	First aid kit		5	Nos		
7	Gova rope		60	Bundle		
8	Hacksaw blade single		100	Box		
9	Cube testing moulds	6"x6"	12	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.02..2022	Sign. & Date	22 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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