

PURCHASE DIVISION
Advice for approval for credit to supplier

⑥

Date: 26/02/22		Prepared by: VanajaRshi		Serial no. 2501	
Supplier name: Ashaya Traders		Project: SHLP		HO inward no.	
Firm/Company: SSCP		PO/WO No. 85821		HO received date	
PO/WO date: 23/02/22		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	MD	Accountant	Accounts Manager
Name:	VanajaRshi				
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

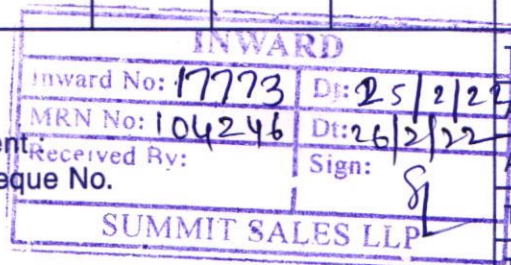
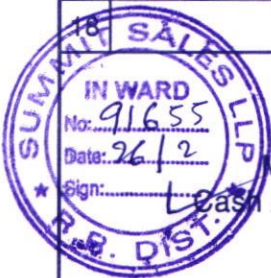
Date 25/02/2022..

Name: Summit Sales LLP GSTIN: 36ACDES2044C1Z7

Address: P.O. No. 85821

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 Brooms ✓	9603	100 ✓	8	800	-	-	-	800
4	Goa Rope ✓	8310	60 ✓	150	9000	450	-	-	9450
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									



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

Rupees inwords.....

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

Page(s) 1 Of 1

23-02-2022 14:43:46

Orig



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

6-4-392/1, New Bholakpur, Secunderabad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No

85821

169495

Doc Date

23-02-2022

Quote No

Nil

Quote Date

23-02-2022

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**Penalty 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 qty & 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 delivery /DC can be sent by email.For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Name : _____

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 Replenishing purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		19.02..2022		Sign. & Date			

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

