PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	1/3/22	Prepared by	Hade	Serial no.	U-2588
Supplier name	Akshaya Trader			HO inward no.	
Firm/Company	SSUP	Project	SSUP	HO received date	
PO/WO date	25/2/22	PO/WO No.	85893	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1804	28/2/22	10,708/-	□ Yes □ No
2.			-	□ Yes □ No
3.			-	□ Yes □ No
4.			-	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,708/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 104359	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:	10,708/-
Amount E – PO / WO value:	10,708/-
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	8/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hade				-
Sign:		01 MAR 2022			
Date	1/3	MINISH PARIKH MANAGER			
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. 1804

GSTIN : 36BFYPA0121AZ3

Date 28/02/2022

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 85893 / PO.D:-25/2/22

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	PVC Grampa	5509	60	120	7200/-			1296	8496/-
2	Bombay walls 2½"	1718	25	75	1875/-			337.5	2212.5/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 9798
Date: 1/3/22
Sign:
R.R. DIST.

Total Amount		9075/-
Add CGST 9%	816.75	
Add SGST 9%	816.75	
Total GST		1633.5
Total Amount		10,708.5/-

INWARD
Inward No: 17783 Dt: 1/3/22
MRN No: 104359 Dt: 1/3/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment :
Cash / Cheque / Cheque No.

For AKSHAYA TRADERS

Rupees inwords

Receiver's Signature

A. Suresh
Proprietor

Purchase Order

 25-02-2022 14:14:17 Ori

85893
14.02.22 2:58:35

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**	85893	169511
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-02-2022	
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	2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	75.00	0.00	18.00	2,212.50
					Total Order Value . . .	**10,708.50**

Rupees : Ten Thousand Seven Hundred Eight 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 : 25/02/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	23.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169511
Material required before date:		ID No.	74153

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay Nails 85893	21/2"	25	Kgs		
2	Plastic gampa	17"	60	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	23.02..2022	Sign. & Date	

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

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR