PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/3/22	Prepared by	Hemda	Serial no.	- U-2589
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSUP	Project	SRUP	HO received date	
PO/WO date	26/2/22	PO/WO No.	85958	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1805	28/2/22	7,552/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,552/-

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

MRN nos :	104360	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:	7,552/-
Amount E – PO / WO value:	7,552/-
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:	Hemda				-
Sign:		APPROVED 01 MAR 2022 MINISH PARIKH MANAGER - PROCUREMENT			
Date	1/3				
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.

GSTIN : 36BFYPA0121AZ3

Invoice No. 1805

Date 28/02/2022

Name Summit Sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O. No. 85958 / P.O.D:- 25/2/22

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	sponges	3921	500	8	4000/-			720	4720/-
2	spade with handle	1718	20	120	2400/-			432	2832/-
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
IN WARD
No: 9747
Date: 1/3/22
Sign:
R.R. DIST.

Total Amount		6400/-
Add CGST 9%	576	
Add SGST 9%	576	
Total GST		1152/-
Total Amount		7552/-

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 17784 Dt: 1/3/22
MRN No: 104360. Dt: 1/3/22
Checked By: Sign:
SUMMIT SALES LLP

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Asuresh

Proprietor

Purchase Order

 26-02-2022 15:43:56

85958
14.02.22 3:00:03

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, Secunderbad	**Doc No**	85958	169515
	Doc Date	26-02-2022	
	Quote No	nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	24-02-2022	
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	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
2	9570 - Tools - Spade with handle - NA - nos	20.00	120.00	0.00	18.00	2,832.00
				Total Order Value . . .		**7,552.00**

Rupees : Seven Thousand Five Hundred Fifty Two 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 repleneshing 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:	24.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169515
Material required before date:		ID No.	74221

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay brroms	Big	50	Nos		
2	Coconut brooms 85957		100	Nos		
3	Colin		40	Nos		
4	Phinyl	1 liter	40	Nos		
5	Mopping clothe		120	Nos		
6	Door mat clothe		25	Nos		
7	First aid kit Global 85959		5	Nos		
8	Plastic bucket 85957		10	Nos		
9	Sponges 85958	merchant	500	Nos		
10	Gunny bags 85961		1000	Bags		
11	Surf	500grms	30	Nos		
12	Lizol	1 liter	48	Nos		
13	Spade with handle 85958		20	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	24.02..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