PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	15/03/22	Prepared by	Vanajakshi	Serial no.	2191
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SCLP	Project	SHLP	HO received date	
PO/WO date	14/03/22	PO/WO No.	86378	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1836	15/03/22	11,210/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,210/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	104922	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:	11,210/-
Amount E – PO / WO value:	11,210/-
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	21/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]	16 MAR 2022			
Date	15/03/22				
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. 1836

GSTIN : 36BFYPA0121AZ3

Date 15/03/2022

Name Summit Sales LLP

GSTIN 36ACOFS2044C1Z7

Address

P.O. No 86378

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Hole Pad	1718	50	80	4000			720	4720-
2	Bombay nails 2"	1718	25	110	2750			495	3245.
3	Bombay nails 2½"	1718	25	110	2750			495	3245.
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
INWARD
No. 92288
Date 15/3
Sign

Total Amount		9500-
Add CGST 9%	855	
Add SGST 9%	855	
Total GST	1710	
Total Amount		11910.

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 17853 Dt: 15/3/22
MRN No: 104922 Dt: 15/3/22
Received By: Sign:
SUMMIT SALES LLP

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

Purchase Order

 14-03-2022 13:01:57

86378
28.02.22 2:52:29

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**	86378	169551
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	14-03-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	14-03-2022	
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	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	80.00	0.00	18.00	4,720.00
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
3	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
					Total Order Value . . .	**11,210.00**

Rupees : Eleven Thousand Two Hundred Ten 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 : ______________________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169551
Material required before date:		ID No.	74621

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisher plug-Bosh	5mm	50	Pkts		
2	Fisher plug-Bosh	6mm	50	Pkts		
3	Hold fast	4"	100	Kgs		
4	Bombay Nails 86378	2"	25	Kgs		
5	Bombay Nails	2 1/2"	25	Kgs		

Remarks: For Stock Replenish purpose

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	11.03..2022	Sign. & Date	12 MAR 2022 MANAGING DIRECTOR

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