(B)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/03/22	Prepared by	Vanajakshi	Serial no.	2192
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/03/22	PO/WO No.	86386	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1837	15/03/22	11,835/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,835/-

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

MRN nos.:	104923	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:	11,835/-
Amount E – PO / WO value:	11,835/-
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]				
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

AKSHAYA TRADERS

Cell : 9958611144
9381004542

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 : 36BFYPA0121A1Z3

Invoice No. 1837

Name: Summit sales LLP

Date: 15/03/2022

Address:

GSTIN: 36ACQFS2044C1Z7

P.O. No. 86386

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Bombay brooms	9603	500	8	4000	–	–		4000
2	sponges	3921	500	8	4000			720	4720
3	Iron Buckets	1718	24	110	2640			475.2	3115.2
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

SUMMIT SALES LLP
INWARD
No. 92287
Date: 15/3
Sign:
R.R. DIST.

INWARD
Inward No: 7854 Dt: 15/3/22
MRN No: 104923 Dt: 15/3/22
Received By: Sign:
SUMMIT SALES LLP

Mode of Payment
Cash / Cheque / Cheque No.

Total Amount	10640
Add CGST 9%	597.6
Add SGST 9%	597.6
Total GST	1195.2
Total Amount	11835.20

Rupees inwords

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

Purchase Order

 14-03-2022 13:01:57

86386
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**	86386	169554
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	4080 - Consumables - Bombay Brooms - Other - Nos	500.00	8.00	0.00	0.00	4,000.00
2	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
3	6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
					Total Order Value . . .	**11,835.20**

Rupees : Eleven Thousand Eight Hundred Thirty Five and Paise Twenty Only.

<u>Terms and Conditions :-</u>

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 : ____________

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.	169554
Material required before date:		ID No.	74624

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid	1liter	60	Nos		
2	Bombay brooms	Big	50	Nos		
3	Sponges		500	Nos		
4	Bombay brooms 86386	Small	500	Nos		
5	Moping cloth		120	Nos		
6	Moping cloth	Yellow	120	Nos		
7	Room freshner		24	Nos		
8	Santhoor hand wash		48	Nos		
9	Harpic	500ml	24	Nos		
10	Colin	500ml	20	Nos		
11	Lizol	1liter	48	Nos		
12	Whyper		20	Nos		
13	Moping stick		30	Nos		
14	GI-bucket		24	Nos		
15	Surf	500gms	30	Nos		
16	PVC bucket with mug		20	Nos		
17	Vimbar		24	Nos		
18	Water bottles		60	Nos		

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.