PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/2022	Prepared by	MINISH.	Serial no.	2807
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	01/04/2022	PO/WO No.	86989.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	07.	04/04/2022	2,400/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		2,400/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	105733.	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:			2,400/-
Amount E – PO / WO value:			2,400/-
Amount F – Difference (A – E):			- NIL -
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	11/04/2022		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		05 APR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 6-4-392/1, GROUND FLOOR, KRISHNA NAGAR COLONY, BHOLAKPUR MUSHEERABAD, HYDERABAD GSTIN/UIN: 36BFYPA0121A1Z3 State Name : Telangana, Code : 36 Contact : +91 9959611144	Invoice No. **2022-23/07**	Dated **4-Apr-2022**
	Delivery Note	Mode/Terms of Payment **After Delivery & Production of Bill**
	Supplier's Ref.	Other Reference(s)
Consignee **SUMMIT SALES LLP** 5-4-187/3&4,IInd Floor,MG Road.Sec-500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **86989 169639**	Dated **1-Apr-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **MG Road, Secunderabad-500003**
Buyer (if other than consignee) **SUMMIT SALES LLP** 5-4-187/3&4,MG Road, Sec-500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Bill of Lading/LR-RR No. **dt. 1-Apr-2022**	Motor Vehicle No.
	Terms of Delivery **Next Day**	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Coconut Brooms**	9603	**200.0 Nos**	12.00	Nos	**2,400.00**
	Total		**200.0 Nos**			**₹ 2,400.00**

Amount Chargeable (in words) *E. & O.E*

INR Two Thousand Four Hundred Only

	Taxable Value
	2,400.00
Total:	**2,400.00**

Tax Amount (in words) : **NIL**

INWARD
Inward No: 17982 Dt: 4/4/22
GRN No: 105733 Dt: 5/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 92973
Date: 5/4/22
Sign:

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200044551375**
Branch & IFS Code : **SECUNDERABAD & HDFC0002479**

Customer's Seal and Signature

for AKSHAYA TRADERS
AKSHAYA TRADERS HYDERABAD
A-250
Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 01-04-2022 15:55:35

86989
16.03.22 2:13:39

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**	86989	169639
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	01-04-2022	
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	4009 - Consumables - Coconut Broom - other - nos	200.00	12.00	0.00	0.00	2,400.00
					Total Order Value . . .	**2,400.00**

Rupees : Two Thousand Four Hundred 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 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 : 01/04/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169639
Material required before date:		ID No.	75213

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay broom	Big	50	Nos		
2	Coconut brooms 86989		200	Nos		
3	PVC Bucket		10	Nos		
4	Bleaching powder		5	Bags		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	31.03..2022	Sign. & Date	01 APR 2022 MANAGING DIRECTOR

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