PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	05/04/2022	Prepared by	MINISH.	Serial no.	. 2806
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.	86987.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	06.	04/04/2022	6,490/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,490/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report ☑ Solid block report □ Installation report	
MRN nos.: 105731 — 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:	6,490/-
Amount E – PO / WO value:	6,490/-
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:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED

05 APR 2022

MINISH PARIKH

MANAGER PROCUREMENT

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. **2022-23/06**	Dated **4-Apr-2022**
	Delivery Note	Mode/Terms of Payment
	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. **86987 169633**	Dated **1-Apr-2022**
	Despatch Document No. **86987 169633**	Delivery Note Date
	Despatched through	Destination **MG Road,Secunderabad-500003**
Buyer (if other than consignee) **SUMMIT SALES LLP** 5-4-187/3&4,IInd Floor,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	**2054-Carpentry Hardware Bombay Nails 2IN**	7317	**25.0 Nos**	110.00	Nos	**2,750.00**
2	**2055-Carpentry Hardware Boambay Nails 21/2IN**	7317	**25.0 Nos**	110.00	Nos	**2,750.00**
						5,500.00
	Output SGST @ 9%			*9*	%	**495.00**
	Output CGST @ 9%			*9*	%	**495.00**
	Total		**50.0 Nos**			**₹ 6,490.00**

INWARD
Inward No: 17980 Dt: 4/4/22
GRN No: 105731 Dt: 5/4/22
Received By: Sign:
SUMMIT SALES LLP

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

INR Six Thousand Four Hundred Ninety Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	5,500.00	9%	495.00	9%	495.00	990.00
Total:	**5,500.00**		**495.00**		**495.00**	**990.00**

Tax Amount (in words) : **INR Nine Hundred Ninety Only**

SUMMIT SALES LLP R.R. DIST.
INWARD No: 92974 Date: 5/4/22 Sign:

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

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

Customer's Seal and Signature

for AKSHAYA TRADERS

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 01-04-2022 15:55:35 Origina

86987
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**	86987	169633
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-03-2022	
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	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
2	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
					Total Order Value . . .	**6,490.00**

Rupees : Six Thousand Four Hundred Ninty 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 : 01/04/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169633
Material required before date:		ID No.	75211

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay Nails 86987	2"	25	Kgs		
2	Bombay Nails	21/2"	25	Kgs		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	30.03..2022	Sign. & Date	01 APR 2022 SOHAM MODI MANAGING DIRECTOR

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