PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/04/2022	Prepared by	MINISH.	Serial no.	3162
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	12/04/2022	PO/WO No.	87354	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	019.	15/04/2022	10,030/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,030/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 106180.	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:	10,030/-
Amount E – PO / WO value:	10,030/-
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	25/04/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		16 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.: **2022-23/19** Dated: **15-Apr-2022** Delivery Note: Mode/Terms of Payment: Supplier's Ref.: Other Reference(s):
Consignee **SUMMIT SALES LLP** 5-4-187/384,IInd Floor,MG Road, Sec-500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No.: **87354** Dated: **12-Apr-2022** Despatch Document No.: Delivery Note Date: Despatched through: Destination:
Buyer (if other than consignee) **SUMMIT SALES LLP** 5-4-187/384,IInd Floor, MG Road, Sec -500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Crapentry Hardwarwe Holdfast**	2105	**100 KGS**	85.00	KGS	**8,500.00**
	Output SGST @ 9%			9	%	**765.00**
	Output CGST @ 9%			9	%	**765.00**
	Total		**100 KGS**			**₹ 10,030.00**

SUMMIT SALES LLP R.R. DIST. INWARD No: 93428 Date: 16/9 Sign:

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

INR Ten Thousand Thirty Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8,500.00	9%	765.00	9%	765.00	1,530.00
Total: 8,500.00		**765.00**		**765.00**	**1,530.00**

Tax Amount (in words) : **INR One Thousand Five Hundred Thirty Only**

INWARD	
Inward No: 18024	Dt: 16/4/22
MRN No: 106180	Dt: 16/4/22
Received By:	Sign:
SUMMIT SALES LLP	

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

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87354
04.04.22 1:33:43

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

GSTIN 36BFYPA0121A1Z3
9381004542 9959611144

Doc No	87354	169667
Doc Date	12-04-2022	
Quote No	NIL	
Quote Date	06-04-2022	
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 4"	100.00	85.00	0.00	18.00	10,030.00
Rupees : Ten Thousand Thirty Only.				**Total Order Value . . .**		**10,030.00**

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 : 14/04/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169667
Material required before date:		ID No.	75423

No	Description	Size	Quantity	Units	Inward No	Date
1	Wood Screws	35x8mm	30	Nos	81361	
2	Wood Screws	30x8mm	30	Nos		
3	Holdfast	4"	100	Kgs	81354	

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	06.04..2022	Sign. & Date	APPROVED BY 09 APR 2022 SOHAM MODI MANAGING DIRECTOR

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