PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/04/2022	Prepared by	MINISH.	Serial no.	3144
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	11/04/2022	PO/WO No.	87273.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	018.	15/04/2022.	13,350/-	☑ Yes ◻ No
2.				◻ Yes ◻ No
3.				◻ Yes ◻ No
4.				◻ Yes ◻ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		13,350/-	
Proof of delivery by way of: ◻ DCs/bill ◻ Steel report ◻ RMC pour report ◻ Solid block report ◻ Installation report			
MRN nos.:	106178.	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:	13,350/-
Amount E – PO / WO value:	13,350/-
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:					
Date		16 APR 2022			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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. **2022-23/18**	Dated **15-Apr-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 8 **7273 169676**	Dated **11-Apr-2022**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Consignee
SUMMIT SALES LLP
5-4-187/384,IInd Floor, MG Road,SEC-500003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

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

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Sponges**	3921	**500.0 Nos**	8.00	Nos	**4,000.00**
2	**Bombay Brooms**	9603	**300.0 Nos**	8.00	Nos	**2,400.00**
3	**PVC Buckets-Big**	3923	**48.0 Nos**	110.00	Nos	**5,280.00**
						11,680.00
	Output SGST @ 9%			9	%	**835.20**
	Output CGST @ 9%			9	%	**835.20**
	Total		**848.0 Nos**			**₹ 13,350.40**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93429 Date: 16/4 Sign: L

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

INR Thirteen Thousand Three Hundred Fifty and Forty paise Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9,280.00	9%	835.20	9%	835.20	1,670.40
2,400.00	0%		0%		
Total: 11,680.00		**835.20**		**835.20**	**1,670.40**

Tax Amount (in words) : **INR One Thousand Six Hundred Seventy and Forty paise Only**

INWARD	
Inward No: 18023	Dt: 16/4/22
MRN No: 106178	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

11-04-2022 14:18:28

87273
04.04.22 1:33:43
py

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	87273	169676
Doc Date	11-04-2022	
Quote No	Nil	
Quote Date	11-04-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
3	6023 - Miscellaneous - GI- Bucket - other - nos	48.00	110.00	0.00	18.00	6,230.40
					Total Order Value . . .	**13,350.40**

Rupees : Thirteen Thousand Three Hundred Fifty and Paise Fourty 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 : 12/04/2022

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169676
Material required before date:		ID No.	75474

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Aie freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Dettol handwash-santhoor		48	Nos		
6.	Dust pan		12	Nos		
7.	Sponges		500	Nos		
8.	PVC Bucket		10	Nos		
9.	Cleaning cloth yellow		120	Nos		
10.	Harpic cleaner	500ml	24	Nos		
11.	Check cloth		120	Nos		
12.	Mopping stick 87273		50	Nos		
13.	Phinyle	1liter	20	Nos		
14.	Scrubber		20	Nos		
15.	Surf	500grams	30	Nos		
16.	Vimbar		48	Nos		
17.	Lizol	1liter	24	Nos		
18.	Colin 87279	500ml	20	Nos		
19.	Water bottles		30	Nos		
20.	Cleaning brush		10	Nos		
21.	Torch light	Big	5	Nos		
22.	GI Buckets		48	Nos		
23.	Bombay brooms 87278	small	300	Nos		
24.	Bleaching powder		5	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 11 APR 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	08.04.2022	Sign. & Date	

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