PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	21/04/22	Prepared by	Vanajatthi	Serial no.	- 3298
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	13/04/22	PO/WO No.	87443	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/25	18/04/22	19,352/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,352/-

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

MRN nos.:	106271	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:	19,352/-
Amount E – PO / WO value:	19,352/-
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	25/04/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajatthi				
Sign:	[signature]				
Date	21/04/22				
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 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. **2022-23/25**	Dated **18-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, Sec0500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **87443 169695**	Dated **13-Apr-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **MG Road**
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	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Carpentry Hardware Holdfast**	2105	**50 KGS**	85.00	KGS	**4,250.00**
2	**2054-Carpentry Hardware Bombay Nails 2IN**	7317	**20.0 Nos**	110.00	Nos	**2,200.00**
3	**2055-Carpentry Hardware Boambay Nails 21/2IN**	7317	**25.0 Nos**	110.00	Nos	**2,750.00**
4	**Carpentry Hardware Palstic Gampas**	2148	**60.0 Nos**	120.00	Nos	**7,200.00**
						16,400.00
	Output SGST @ 9%			*9*	*%*	**1,476.00**
	Output CGST @ 9%			*9*	*%*	**1,476.00**
	Total					**₹ 19,352.00**

INWARD
Inward No: 8031 Dt: 18/4/22
MRN No: 106271 Dt: 19/4/22
Received By: Sign:
SUMMIT SALES LLP

E. & O.E

Amount Chargeable (in words)
INR Nineteen Thousand Three Hundred Fifty Two Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
16,400.00	9%	1,476.00	9%	1,476.00	2,952.00
Total: 16,400.00		**1,476.00**		**1,476.00**	**2,952.00**

Tax Amount (in words) : **INR Two Thousand Nine Hundred Fifty Two Only**

SUMMIT SALES LLP
IN WARD
No: 93573
Date: 21/4
Sign:
R.R. DIST.

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

 15-04-2022 17:24:52

87443
04.04.22 1:33:44

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**	87443	169695
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	15-04-2022	
	Quote No	nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	13-04-2022	
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	2105 - Carpentry - hardware - Holdfast - other - kgs *4"*	50.00	85.00	0.00	18.00	5,015.00
2	2054 - Carpentry - hardware - Bombay Nails - 2 In - kgs	20.00	110.00	0.00	18.00	2,596.00
3	2055 - Carpentry - hardware - Bombay Nails - 21/2 In - kgs	25.00	110.00	0.00	18.00	3,245.00
4	2148 - Carpentry - hardware - Plastic gampa - other - nos *17"*	60.00	120.00	0.00	18.00	8,496.00
				Total Order Value . . .		**19,352.00**

Rupees : Ninteen Thousand Three Hundred Fifty Two 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 : 19/04/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13.04.2022
Site & Phase :	~~SSLLP-SOV~~ SHLLP	Time:	10:57
Supplier		Req.No.	169695
Material required before date:		ID No.	75612

No	Description	Size	Quantity	Units	Inward No	Date
1.	Wood screws	35x8mm	30	Pkts		
2.	Wood screws	30x8mm	30	Pkts		
3.	Hold fast	4"	50	Pkts		
4.	Bombay nails 87443	2"	20	Kgs		
5.	Bombay nails	2 1/2"	25	Kgs		
6.	Plastic gampa	17"	60	Pkts		
7.	SS Screws	32x8mm	30	Pkts		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 14 APR 2022
Sign.& Date	13.04.2022	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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