PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/04/2022	Prepared by	HARISH.	Serial no.	3480
Supplier name	Akshaya Traders.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	21/04/2022	PO/WO No.	87599.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	034	25/04/2022	5,920/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	5,920/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	106462.	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:	5920/-
Amount E – PO / WO value:	5920/-
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	02/05/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		26 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. **2022-23/34**	Dated **25-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. **87599 169699**	Dated **21-Apr-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination **MG Road Secunderabad**
Buyer (if other than consignee) **SUMMIT SALES LLP** 5-4-187/3&4,IIndFloor, 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	**Sponges**	3921	**500.0 Nos**	8.00	Nos	**4,000.00**
2	**Coconut Brooms**	9603	**100.0 Nos**	12.00	Nos	**1,200.00**
						5,200.00
	Output CGST @ 9%			9	%	**360.00**
	Output SGST @ 9%			9	%	**360.00**
	Total		**600.0 Nos**			**₹ 5,920.00**

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

INR Five Thousand Nine Hundred Twenty Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
4,000.00	9%	360.00	9%	360.00	720.00
1,200.00	0%		0%		
Total: 5,200.00		**360.00**		**360.00**	**720.00**

Tax Amount (in words) : **INR Seven Hundred Twenty Only**

INWARD
Inward No: 18057 Dt: 25/4/22
MRN No: 10646 Dt: 26/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93714
Date: 26/4
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
Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 21-04-2022 14:49:13

87599
20.04.22 3:07:37

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	87599	169699
Doc Date	21-04-2022	
Quote No	Nil	
Quote Date	21-04-2022	
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	4009 - Consumables - Coconut Broom - other - nos	100.00	12.00	0.00	0.00	1,200.00
			Total Order Value . . .			**5,920.00**

Rupees : Five Thousand Nine Hundred Twenty 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 : 23/04/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169699
Material required before date:		ID No.	75788

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Air freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Coconut brooms -		100	Nos		
6.	Key chain rings		100	Nos		
7.	Spomges - 87599		500	Nos		
8.	Gunny bags 87598		500	Nos		
9.	Surf	500grams	30	Nos		
10.	Colin 87596	500ml	20	Nos		
11.	Bubble can	20 liters	20	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	19.04.2022	Sign. & Date	20 APR 2022 SOHAM MODI MANAGING DIRECTOR

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