PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/05/2022	Prepared by	MINISH.	Serial no.	3753
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	25/04/2022	PO/WO No.	87725.	Scan ID.	

Sl no	Bill no.	Bill date	Bill amount	Original attached
1.	036.	26/04/2022	6,320/-	☑ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):		6,320/-	
Proof of delivery by way of: ☐ DC's/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	106785	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:	6,320/-
Amount E – PO / WO value:	6,320/-
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	09/05/2022
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 MAY 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. **2022-23/36** Delivery Note Supplier's Ref.	Dated **26-Apr-2022** Mode/Terms of Payment Other Reference(s)
Consignee **SUMMIT SALES LLP** 5-4-187/3&4,IIndFloor,MGRoad,Sec GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. 87725 ~~**87599 169699**~~ 169726 Despatch Document No. Despatched through	Dated **21-Apr-2022** Delivery Note Date Destination **MG Road**
Buyer (if other than consignee) **SUMMIT SALES LLP** 5-4-187/3&4,IIndFloor,MGRoad,Sec 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	**Bombay Brooms**	9603	**200.0 Nos**	8.00	Nos	**1,600.00**
						5,600.00
	Output CGST @ 9%			*9*	%	**360.00**
	Output SGST @ 9%			*9*	%	**360.00**
	Total		**700.0 Nos**			**₹ 6,320.00**

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

INR Six Thousand Three Hundred Twenty Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	4,000.00	9%	360.00	9%	360.00	720.00
	1,600.00	0%		0%		
Total:	**5,600.00**		**360.00**		**360.00**	**720.00**

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

INWARD
Inward No: 18071 Dt: 27/4/22
MRN No: 106785 Dt: 5/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 94658
Date: 5/5/22
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

AKSHAYA TRADERS HYDERABAD

Authorised Signatory

This is a Computer Generated Invoice

28-04-2022 13:58:03

Purchase Order

87725
20.04.22 3:07:38

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	**Doc No**	87725	169726
	Doc Date	25-04-2022	
	Quote No	nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	25-04-2022	
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	4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
2	4080 - Consumables - Bombay Brooms - Other - Nos *small*	200.00	8.00	0.00	0.00	1,600.00
					Total Order Value . . .	**6,320.00**

Rupees : Six Thousand Three 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 repleneshing 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

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169726
Material required before date:		ID No.	75890

No	Description	Size	Quantity	Units	Inward No	Date
1.	Sponges Akshaya: 87725	8	500	Nos		
2.	Bombay Brooms small 8	8	200	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 23 APR 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	22.04.2022	Sign. & Date	

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