

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/05/2022		Prepared by	MINISH		Serial no.	-L 4294	
Supplier name		Akshaya Industries			HO inward no.				
Firm/Company		SSCLP		Project	SSCLP		HO received date		
PO/WO date		17/05/22		PO/WO No.	88330		Scan ID.		
Sl no.	Bill no.	Bill date	Bill amount	Original attached					
1.	72	18/05/22	8,320/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No					
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No					
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No					
Amount A – Bills total (Excluding Transport & Hamali Charges):			8,320/-						
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report									
MRN nos.:	107489			Proof of delivery matches MRN			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Amount B –Other Credits : Transportation charges									
Amount C –Other Debits :									
Amount D (D=A+B-C) – Amount to be credited to the supplier:									
Amount E – PO / WO value:			8,320/-						
Amount F – Difference (A – E):			8,320/-						
			NIL						
Quantity received as per PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received					
Close PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other					
Payment – due date				30/05/2022					
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				

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. 2022-23/72	Dated 18-May-2022
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 88330 169785	Dated 17-May-2022
Despatch Document No.	Delivery Note Date
Despatched through	Destination

Consignee
SUMMIT SALES LLP
 5-4-187/3&4, IInd Floor, MG Road, Secunderabad
 -500003
 GSTIN/UIN : 36ACQFS2044C1Z7
 State Name : Telangana, Code : 36

Buyer (if other than consignee)
SUMMIT SALES LLP
 5-4-187/3&4, IInd Floor, MG Road,
 Secunderabad-500003
 GSTIN/UIN : 36ACQFS2044C1Z7
 State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Coconut Brooms ✓	9603	100.0 Nos	12.00	Nos	1,200.00
2	Sponges ✓	3921	500.0 Nos	8.00	Nos	4,000.00
3	Bombay Brooms ✓	9603	300.0 Nos	8.00	Nos	2,400.00
						7,600.00
Output CGST @ 9%						360.00
Output SGST @ 9%						360.00
Total			900.0 Nos			₹ 8,320.00

Amount Chargeable (in words) E. & O.E
INR Eight Thousand Three Hundred Twenty Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	3,600.00	0%		0%		
	4,000.00	9%	360.00	9%	360.00	720.00
Total:	7,600.00		360.00		360.00	720.00

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

INWARD	
Inward No: 18167	DE: 20/5/22
MRN No: 107489	DE: 21/5/22
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

1914
MAY 10
1914

Purchase Order

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17-05-2022 13:05:18

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



27.04.22 12:24:13

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3
9381004542

9959611144

Doc No	88330	169785
Doc Date	17-05-2022	
Quote No	Nil	
Quote Date	17-05-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4009 - Consumables - Coconut Broom - other - nos	100.00	12.00	0.00	0.00	1,200.00
2 4057 - Consumables - Sponges - NA - nos	500.00	8.00	0.00	18.00	4,720.00
3 4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
Total Order Value . . .					8,320.00

Rupees : Eight 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
Penalty 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 qty & 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 :

17/05/2022

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name :

Date : __/__/__

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		12.05.2022	
Site & Phase :		SILLIP		Time:		10:57	
Supplier				Req.No.		169785	
Material required before date:				ID No.		76466	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Bombay brooms	Big	50	Nos			
2	Coconut brooms		100	Nos			
3	Dettol Handwash		24	Nos			
4	Wiper		10	Nos			
5	Sponges		500	Nos			
6	Bombay brooms	Small	300	Nos			
7	PVC Bucket		10	Nos			
8	Cleaning cloth (Yellow)		120	Nos			
9	Mopping cloth		120	Nos			
10	Phinyle	Liter	40	Nos			
11	Checks cloth		120	Nos			
12	Vimbar		24	Nos			
13	Surf	5000gms	30	Nos			
14	Air packets		24	Nos			
15	Colin		20	Nos			
Remarks: For stock replenishig purpose.							
Prepared By		Vanajakshi		Approved by		<div style="border: 1px solid black; padding: 5px; text-align: center;"> APPROVED BY 13 MAY 2022 BOHAN MODI MANAGING DIRECTOR </div>	
Sign. & Date		12.05.2022		Sign. & Date			

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