

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/05/2022		Prepared by: MINISH		Serial no. 4610	
Supplier name: AKSHAYA Traders		Project: SHLLP		HO inward no.	
Firm/Company: SHLLP		PO/WO No. 88545		HO received date	
PO/WO date: 24/05/2022		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	086	27/05/2022	1,200/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 1,200/-

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

MRN nos.: 107825-	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 1,200/-

Amount E – PO / WO value: 1,200/-

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: 06/06/2022

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.

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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. 2022-23/86	Dated 27-May-2022
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 88545 169813	Dated 24-May-2022
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

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
Total			100.0 Nos			₹ 1,200.00

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

INR One Thousand Two Hundred Only

	Taxable Value
	1,200.00
Total:	1,200.00

Tax Amount (in words) : **NIL**

INWARD	
Inward No: 18198	Dt: 28/5/22
MRN No: 107825	Dt: 29/5/22
Received By:	Sign: <i>[Signature]</i>
SUMMIT SALES LLP	



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

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200044551375**
Branch & IFS Code : **SECUNDERABAD & HDFC0002479**
for **AKSHAYA TRADERS**
[Signature]
Authorised Signatory

Purchase Order

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24-05-2022 16:15:41

Or



88545

20.05.22 3:37:20

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	88545	169813
Doc Date	24-05-2022	
Quote No	Nil	
Quote Date	24-05-2022	
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
Total Order Value . . .					1,200.00

Rupees : One Thousand Two Hundred 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 : _____

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.05.2022			
Site & Phase :	SHLLP	Time:	10:57			
Supplier		Req.No.	169813			
Material required before date:		ID No.	76655			
N o	Description	Size	Quantity	Units	Inward No	Date
1.	Coconut Brooms	88545	100	Nos		
2.	PVC Bucket	88546	10	Nos		
Remarks: For stock replenishig purpose.						
Prepared By	Vanajakshi	Approved by	APPROVED BY 23 MAY 2022 SCHAM MODI MANAGING DIRECTOR			
Sign. & Date	21.05.2022	Sign. & Date				

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