PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/06/2022	Prepared by	MINISH.	Serial no.	. 4767
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	30/05/2022	PO/WO No.	88730.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	092	31/05/2022	5920/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

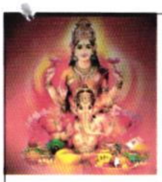
Amount A – Bills total (Excluding Transport & Hamali Charges):	5920/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107975.	Proof of delivery matches MRN: ☑ Yes □ No
Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5,920/-
Amount E – PO / WO value:	5,920/-
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	13/06/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		03 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
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. **2022-23/92**	Dated **31-May-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **88730 169834**	Dated **30-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, Secuderabad-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**
						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
	1,200.00	0%		0%		
	4,000.00	9%	360.00	9%	360.00	720.00
Total:	**5,200.00**		**360.00**		**360.00**	**720.00**

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

INWARD
Inward No: 18220 Dt: 21/5/22
MRN No: 107985 Dt: 2/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 95117
Date: 3/6/22
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

 30-05-2022 12:11:18

88730
20.05.22 3:37:22

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	88730	169834
Doc Date	30-05-2022	
Quote No	Nil	
Quote Date	30-05-2022	
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
				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 : 30/05/2022

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	26.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169834
Material required before date:		ID No.	76830

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Bombay Brooms	Big	50	Nos		
3.	Coconut Brooms		100	Nos		
4.	Wiper		10	Nos		
5.	Sponges 88730		500	Nos		
6.	PVC Bucket		10	Nos		
7.	Harpic cleaner 88729	500ml	20	Nos		
8.	Mopping stick		30	Nos		
9.	Lizol	500ml	24	Nos		
10.	Colin	500ml	20	Nos		
11.	First Aid kit 88731		5	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 28 MAY 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	26.05.2022	Sign. & Date	

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