

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/06/2022	Prepared by		MINISH.	Serial no.	4768
Supplier name		Aishaya Traders			HO inward no.		
Firm/Company		SSLLP	Project		SSLLP.	HO received date	
PO/WO date		28/05/2022	PO/WO No.		88719.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached			
1.	093.	31/05/2022	10,030/-	<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):			10,030/-				
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.:	107971	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:				✓ 10,030/-			
Amount E – PO / WO value:				10,030/-			
Amount F – Difference (A – E):				- 1412/-			
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		13/06/2022					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	MD	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 weightment 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/UID: 36BFYPA0121A1Z3
 State Name : Telangana, Code : 36
 Contact : +91 9959611144

Invoice No. 2022-23/93	Dated 31-May-2022
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 88719 169831	Dated 28-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/UID : 36ACQFS2044C1Z7
 State Name : Telangana, Code : 36

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

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Carpentry Hardware Holdfast ✓	2105	100 KGS ✓	85.00	KGS	8,500.00
	Output CGST @ 9%				9 %	765.00
	Output SGST @ 9%				9 %	765.00
	Total		100 KGS			₹ 10,030.00

Amount Chargeable (in words) E. & O.E
INR Ten Thousand Thirty Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	8,500.00	9%	765.00	9%	765.00	1,530.00
Total:	8,500.00		765.00		765.00	1,530.00

Tax Amount (in words) : **INR One Thousand Five Hundred Thirty Only**

INWARD

Inward No: 18218	Di: 31/5/22
NIRN No: 107999	Di: 2/6/22
Received By: _____	Sign: _____

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.

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**

 Authorised Signatory

Purchase Order

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30-05-2022 12:11:18



88719

20.05.22 3:37:21

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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	88719	169831
Doc Date	28-05-2022	
Quote No	Nil	
Quote Date	28-05-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2105 - Carpentry - hardware - Holdfast - other - kgs	100.00	85.00	0.00	18.00	10,030.00
Total Order Value . . .					10,030.00

Rupees : Ten Thousand Thirty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for Stock replenishing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/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:		25.05.2022	
Site & Phase :		SHLLP		Time:		10:00	
Supplier				Req.No.		169831	
Material required before date:				ID No.		76832	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Bonding Agent -RBR-Roff Brand	5 Liters	10	Ltrs			
2.	Tiles Adhesives-Roff brand 88718	20Kgs	30	Bags			
3.	Hold fast 88719	4"	100	Kgs			
Remarks: For stock replenishig purpose.							
Prepared By		Vanajakshi		Approved by		<div style="border: 2px solid black; padding: 5px; text-align: center;"> APPROVED BY 28 MAY 2022 SOHAM MODI MANAGING DIRECTOR </div>	
Sign.& Date		25.05.2022		Sign. & Date			

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