

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:		17/06/22	Prepared by		Vanajathi	Serial no.			
Supplier name		Arshaya Traders			HO inward no.				
Firm/Company		SSUP		Project		SHLP		HO received date	
PO/WO date		10/06/22		PO/WO No.		89127		Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount		Original attached		
1.	2022-23/109		13/06/22		8,496/-		<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):						8,496/-			
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.:		108481			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:						8,496/-			
Amount E – PO / WO value:						8,496/-			
Amount F – Difference (A – E):						-			
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				27/06/22					
Remarks:									
Approved by		Purchase Officer		Purchase Manager		M D		Accountant	
Name:		Vanajathi		[Signature]					
Sign:		[Signature]		[Signature]					
Date		17/06/22		21 JUN 2022					
Approval limit		Upto 20k		Above 20k		Above 100k		Upto 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. <b>2022-23/109</b>	Dated <b>13-Jun-2022</b>
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)

Consignee  
**SUMMIT SALES LLP**  
 HYD  
 GSTIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36

Buyer's Order No. <b>89127</b>	Dated <b>10-Jun-2022</b>
Despatch Document No.	Delivery Note Date
Despatched through	Destination

Buyer (if other than consignee)  
**SUMMIT SALES LLP**  
 HYD  
 GSTIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	<b>Carpentry Hardware Palstic Gampas</b> ✓	2148	<b>60.0 Nos</b> ✓	120.00	Nos	<b>7,200.00</b>
	<b>Output CGST @ 9%</b>				9 %	<b>648.00</b>
	<b>Output SGST @ 9%</b>				9 %	<b>648.00</b>
<b>Total</b>						<b>₹ 8,496.00</b>

INWARD	
Inward No: 18290	Di: 13/6/22
MRN No: 108481	Di: 14/6/22
Received By:	Sign:
<b>SUMMIT SALES LLP</b>	

Amount Chargeable (in words) **INR Eight Thousand Four Hundred Ninety Six Only** E. & O.E

Taxable Value	Central Tax		State Tax		Total Tax Amount
	Rate	Amount	Rate	Amount	
7,200.00	9%	648.00	9%	648.00	1,296.00
<b>Total: 7,200.00</b>		<b>648.00</b>		<b>648.00</b>	<b>1,296.00</b>

Tax Amount (in words) : **INR One Thousand Two Hundred Ninety Six Only**



Declaration  
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for AKSHAYA TRADERS  
  
 Authorized Signatory

# Purchase Order



89127  
07.06.22 12:13:53

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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

<b>Doc No</b>	89127	169885
<b>Doc Date</b>	10-06-2022	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	10-06-2022	
<b>SupplyType</b>	Supply	

**Kind Attn : A.Chandra Shekhar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2148 - Carpentry - hardware - Plastic gampa - other - nos	60.00	120.00	0.00	18.00	8,496.00
<b>Total Order Value . . .</b>					<b>8,496.00</b>

Rupees : Eight Thousand Four Hundred Ninty Six 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

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

### Requisition Form

Company Name:		SSLLP		Date:		8.06.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169883	
Material required before date:		10.01.2022		ID No.		77158	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Janatha paste 89121		40	Nos			
2.	Indigo floor paint,yellow 89123	4liters	4	Nos			
3.	Green Hose pipe 89122	3/4"	600	Mtrs			
Remarks: For Stock Replenishing Purpose							
Prepared By		N.Vanajakshi		Approved by		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">APPROVED BY</p> <p style="margin: 0; font-size: 1.2em;">08 JUN 2022</p> <p style="margin: 0; font-size: 0.8em;">SOHAM MODI MANAGING DIRECTOR</p> </div>	
Sign. & Date		8.06.2022		Sign. & Date			

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