PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/06/22	Prepared by	MINISH.	Serial no.	5474
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	20/06/22	PO/WO No.	89328.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	119	21/06/22	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.:	108765.	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:			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	05/07/22		
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

APPROVED
25 JUN 2022
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. **2022-23/119**	Dated **21-Jun-2022**	
	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. **89328**	Dated **20-Jun-2022**	
	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		

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**

INWARD
Inward No: 18225 Dt: 22/6/22
MRN No: 108765 Dt: 23/6/22
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words)

INR One Thousand Two Hundred Only

E. & O.E

	Taxable Value
	1,200.00
Total:	**1,200.00**

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

SUMMIT SALES LLP
INWARD
No: 95884
Date: 23/6/22
Sign:
R.R. DIST.

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

AKSHAYA TRADERS HYDERABAD

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 20-06-2022 15:28:50

89328
07.06.22 12:13:54

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	89328	169905
Doc Date	20-06-2022	
Quote No	Nil	
Quote Date	20-06-2022	
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
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 : ____________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	17.06.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	169905			
Material required before date:	19.06.2022	ID No.	77353			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9057-Consumables-Coconut Brooms----Nos	100	292	100		
2						
3						
4						
5	89328					
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Minish					
Sign & Date:	17.06.2022					

APPROVED BY
18 JUN 2022
SOHAM MODI
MANAGING DIRECTOR