PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/07/22	Prepared by	MINISH	Serial no.	5680
Supplier name	Akshaya Traders.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	30/06/22	PO/WO No.	89516.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	133.	30/06/22	11,840/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,840/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109088. — 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:	11,840/-
Amount E – PO / WO value:	11,840/-
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	11/07/22
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
02 JUL 2022
MINISH PAREKH
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. **2022-23/133**	Dated **30-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. **89516**	Dated **30-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	**Sponges**	3921	**1,000.0 Nos**	8.00	Nos	**8,000.00**
2	**Bombay Brooms**	9603	**300.0 Nos**	8.00	Nos	**2,400.00**
						10,400.00
	Output CGST @ 9%			*9*	%	**720.00**
	Output SGST @ 9%			*9*	%	**720.00**
	Total		**1,300.0 Nos**			**₹ 11,840.00**

INWARD
Inward No: 18357 Dt: 30/6/22
MRN No: 10988 Dt: 1/7/22
Received By: Sign:
SUMMIT SALES LLP

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

INR Eleven Thousand Eight Hundred Forty Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8,000.00	9%	720.00	9%	720.00	1,440.00
2,400.00	0%		0%		
Total: 10,400.00		**720.00**		**720.00**	**1,440.00**

Tax Amount (in words) : **INR One Thousand Four Hundred Forty Only**

SUMMIT SALES LLP
IN WARD
No: 80901
Date: 2/7/22
Sign:
R.R. DIST.

for AKSHAYA TRADERS

Authorised Signatory

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

This is a Computer Generated Invoice

Purchase Order

 30-06-2022 11:45:20

89516
29.06.22 2:18:54

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	89516	169928
Doc Date	30-06-2022	
Quote No	Nil	
Quote Date	30-06-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	1,000.00	8.00	0.00	18.00	9,440.00
2 4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
Rupees : Eleven Thousand Eight Hundred Fourty Only.		**Total Order Value . . .**			**11,840.00**

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 Replenshing 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:	25.06.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	169928			
Material required before	28.06.2022	ID No.	77501			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS3689-Consumables-Sponges----Nos	1000	48	1000		
2	CONS6564-Consumables-Bombay Brooms Small----Nos 89516	300	350	300		
3	CONS9989-Consumables-Phinyle---1 Ltr-Nos	40	0	40		
4	CONS6615-Consumables-Cleaning Cloth----Nos	120	60	120		
5	CONS4629-Consumables-Cleaning Brush----Nos 89517	10	0	10		
6	CONS6639-Consumables-Handwash--Dettol--Nos	48	62	48		
7	CONS4941-Consumables-Door Mats -Coir---Nos	10	1	10		
8	CONS3713-Consumables-Water Bottles---1 Ltr-Nos	20	46	20		
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase	✓	MD
Prepared By:	N.Vanajakshi					
Approved By:	Minish					
Sign & Date:	25.06.2022					

APPROVED BY
27 JUN 2022
SOHAM MODI
MANAGING DIRECTOR