

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:		02/07/22		Prepared by		MINISH		Serial no.		5680																															
Supplier name		AKSHAYA Trade's.						HO inward no.																																	
Firm/Company		SLLP.		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.							1			☐ 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:																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>												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
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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.

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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

Terms of Delivery

Buyer (if other than consignee)

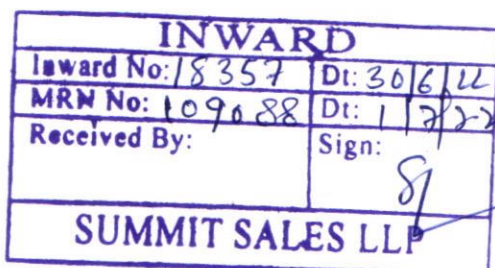
SUMMIT SALES LLP

HYD

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

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



Amount Chargeable (in words)

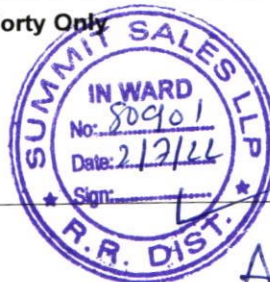
E. & O.E

INR Eleven Thousand Eight Hundred Forty Only

Taxable Value	Central Tax		State Tax		Total Tax Amount
	Rate	Amount	Rate	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**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

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

30-06-2022 11:45:20

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7


89516
29.06.22 2:18:54

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
Total Order Value . . .					11,840.00

Rupees : Eleven Thousand Eight Hundred Fourty 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

Penalty 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 qty & specs. Breakage in your account. 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 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

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : 

Name : _____

Date : ____/____/____

Requisition Form							
Company Name: SLLP		Date:	25.06.2022				
Site & Phase : SHLLP		Time:	12:00				
Supplier:		Req. No.	169928				
Material required before		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	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	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 Replenishing Purpose.					
	Engineer	Project Manager		Purchase	✓	MD	
Prepared By:	N. Vanajakshi						
Approved By:	Minish						
Sign & Date:	25.06.2022						

APPROVED BY
27 JUN 2022
SOFIAM MODI
MANAGING DIRECTOR