PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/07/2022	Prepared by	MINISH.	Serial no.	6207
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	CSLLP.	Project	SHLLP.	HO received date	
PO/WO date	12/07/22	PO/WO No.	89923.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	148.	12/07/22	4,000/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,000/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 109533.	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:	4,000/-	
Amount E – PO / WO value:	4,000/-	
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	18/07/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		14 JUL 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 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. **2022-23/148**	Dated **12-Jul-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. **89923**	Dated **12-Jul-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	**200.0 Nos**	12.00	Nos	**2,400.00**
2	**Bombay Brooms**	9603	**200.0 Nos**	8.00	Nos	**1,600.00**
	Total		**400.0 Nos**			**₹ 4,000.00**

INWARD
Inward No: 15418 Dt: 13/7/22
MRN No: 109533 Dt: 14/7/22
Received By: Sign: S
SUMMIT SALES LLP

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

INR Four Thousand Only

Taxable Value
2,400.00
1,600.00
Total: 4,000.00

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

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 96551 Date: 14/7/22 Sign: L

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

 12-07-2022 11:24:10

89923
29.06.22 2:19:00

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	89923	169980
Doc Date	12-07-2022	
Quote No	Nil	
Quote Date	12-07-2022	
SupplyType	Supply And Installation	

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	200.00	12.00	0.00	0.00	2,400.00
2 4080 -.Consumables - Bombay Brooms - Other - Nos	200.00	8.00	0.00	0.00	1,600.00
			Total Order Value . . .		**4,000.00**

Rupees : Four Thousand 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

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________ Name : ____________________ Date : __/__/____

...isition Form						
...ompany Name:	SSLLP	Date:	11.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	169980			
Material required before date:		ID No.	77929			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	60	60		
2	CONS9057-Consumables-Coconut Brooms----Nos 89923	200	188	200		
3	CONS6689-Consumables-Wiper----Nos	25	6	25		
4	CONS6564-Consumables-Bombay Brooms Small----Nos	200	404	200		
5	CONS3713-Consumables-Water Bottles---1 Ltr-Nos 89924	60	0	60		
6	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	24	10	24		
7	CONS1509-Consumables-Torch Light- Big----Nos 89925	5	2	5		
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:						
Sign & Date:						