PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/07/22	Prepared by	MINISH.	Serial no.	6205
Supplier name	Akshaya Trader's			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	12/07/22	PO/WO No.	89928.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	147.	12/07/22	3,115/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,115/-	

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	109524.	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:	3,115/-
Amount E – PO / WO value:	3,115/-
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	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
14 JUL 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.: **2022-23/147** 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.: **89928** Dated: **12-Jul-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	**GI- Bucket**	6023	**24.0 Nos**	110.00	Nos	**2,640.00**
	Output CGST @ 9%			9	%	**237.60**
	Output SGST @ 9%			9	%	**237.60**
	Total		**24.0 Nos**			**₹ 3,115.20**

INWARD
Inward No: 8414 Dt: 13/7/22
MRN No: 109524 Dt: 14/7/22
Received By:
Sign:
SUMMIT SALES LLP

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

INR Three Thousand One Hundred Fifteen and Twenty paise Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	2,640.00	9%	237.60	9%	237.60	475.20
Total:	**2,640.00**		**237.60**		**237.60**	**475.20**

Tax Amount (in words) : **INR Four Hundred Seventy Five and Twenty paise Only**

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 96553
Date: 14/7/22
Sign:

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

89928
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	89928	169982
Doc Date	12-07-2022	
Quote No	Nil	
Quote Date	12-07-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6023 - Miscellaneous - GI- Bucket - other - nos	24.00	110.00	0.00	18.00	3,115.20
Total Order Value . . .					**3,115.20**

Rupees : Three Thousand One Hundred Fifteen and Paise Twenty 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 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

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________________ Name : ____________________ Date : __/__/___

quisition Form						
Company Name:	SSLLP	Date:	11.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	169982			
Material required before date:		ID No.	77931			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4510-General Items-GI Buckets----Nos 89928	24	34	24		
2	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400Lmm-Sft	20	530	20		
3	GENE3681-General Items-Blue Sheet---7200Wx5400Lmm-Sft 12 x 18 24 x 18 89929	10	3888	10		
4	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	93	200		
5	HARD4242-Hardware-Hacksaw blade Single----Boxes	100	77	100		
6	STAT1112-Stationary-Pencil----Boxes	10	0	10		
7	GENE2055-General Items-Safety belt 1/2 body----Nos ✓ 89930	50	45	50		
8	GENE9357-General Items-Helmets Labour Male----Nos	100	195	100		
9	ELCD9184-Electrical-Thermocol sheet---600X1200X12 mm-Nos 89934	200	0	200		
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:						
Sign & Date:						