PURCHASE DIVISION
Advice for approval for credit to supplier

Date	26/7/22	Prepared by	Manoj	Serial no.	6609
Supplier name	Akshaya Traders			HO inward no.	
Firm Company	SSHrp	Project	SHLrp	HO received date	
PO WO date	21/7/22	PO/WO No.	90269	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/157	22/7/22	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.:	109849	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):	–
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	1/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	26/7/22				
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. **2022-23/157**	Dated **22-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. **90269**	Dated **21-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	**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: 18455 Dt: 23/7/22
MRN No: 109849 Dt: 23/7/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 97062
Date: 26/7
Sign:

E. & O.E

Amount Chargeable (in words)

INR Three Thousand One Hundred Fifteen and Twenty paise Only

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

for **AKSHAYA TRADERS**

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

 21-07-2022 16:33:36 Ori 90269

14.07.22 12:47:28

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	90269	170004
Doc Date	21-07-2022	
Quote No	Nil	
Quote Date	21-07-2022	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	451000 - GENE-General Items - GI Buckets-- - - - 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

25/07/22

Name : ______

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	18.07.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170006			
Material required before date:		ID No.	78184			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4510-General Items-GI Buckets----Nos 90269	24	26	24		
2	HARD4242-Hardware-Hacksaw blade Single----Boxes	100	67	100		
3	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	40	200		
4	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	553	200		
5	STAT5329-Stationary-Whitners----Nos	10	10	10		
6	STAT3134-Stationary-Binder Clips ---25mm-Nos	48	40	48		
7	STAT8366-Stationary-Binder Clips ---15mm-Nos	48	46	48		
8	STAT5222-Stationary-Scribling Pads----Nos	40	0	40		
9	STAT2767-Stationary-Permanent Marker ---Black-Nos	30	10	30		
10	STAT5876-Stationary-Permanent Marker ---Red-Nos	40	10	40		
Remarks:	For Stock repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:						
Sign & Date:						

APPROVED BY
18 JUL 2022
SOHAM MODI
MANAGING DIRECTOR