PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/8/22	Prepared by	Prabhakar	Serial no.	C 7402
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	10/8/22	PO/WO No.	90882	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/199	17/8/22	21832/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			21832/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	110811	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:			21832/-
Amount E – PO / WO value:			21832/-
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	29/8/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	APPROVED			
Sign:	22/8/22				
Date		22 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

S. PRABHAKAR
Sr. MANAGER PURCHASE

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 : , Code : Contact : +91 9959611144	Invoice No. **2022-23/199**	Dated **17-Aug-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. **90882 170071**	Dated **10-Aug-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	**Spades with Handles**	8201	**20.0 Nos**	120.00	Nos	**2,400.00**
	Output CGST @ 9%			*9*	%	**216.00**
	Output SGST @ 9%			*9*	%	**216.00**
	Total		**20.0 Nos**			**₹ 2,832.00**

INWARD
Inward No: 18565 Dt: 18/8/22
MRN No: 90888 Dt: 19/8/22
Received By: Sign:
MRN - 11081
SUMMIT SALES LLP

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

INR Two Thousand Eight Hundred Thirty Two Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
2,400.00	9%	216.00	9%	216.00	432.00
Total: 2,400.00		**216.00**		**216.00**	**432.00**

Tax Amount (in words) : **INR Four Hundred Thirty Two Only**

SUMMIT SALES LLP
IN WARD
No: 97971
Date: 19/8/24
Sign:
R.R. DIST.

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

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200044551375**
Branch & IFS Code : **SECUNDERABAD & HDFC0002479**

Customer's Seal and Signature

for AKSHAYA TRADERS

Authorised Signatory

HYDERABAD

This is a Computer Generated Invoice

Purchase Order

 10-08-2022 12:55:37 Ori 90882

29.07.22 12:09:36

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	**Doc No**	90882	170071
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	10-08-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	10-08-2022	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	214600 - TOOL-Tools - Spade with handle-- - - - Nos	20.00	120.00	0.00	18.00	2,832.00
				Total Order Value . . .		**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two 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

Name : ____________

Accepted the above Terms And Conditions

For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	08.08.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170071			
Material required before date:		ID No.	78756			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE1149-General Items-Recron----Nos	800	0	800		
2	GENE9080-General Items-HDPE Rope----Bundles	20	3	20		
3	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400Lmm-Sft 90883	4320	0	4320		
4	GENE3681-General Items-Blue Sheet---7200Wx5400Lmm-Sft	8640	0	8640		
5	TOOL2146-Tools-Spade with handle----Nos 90882	20	20	20		
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
08 AUG 2022
SOHAM MODI
MANAGING DIRECTOR