PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/8/22	Prepared by	Prabhakar	Serial no.	7452
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	10/8/22	PO/WO No.	90879	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/198	17/8/22	7,120/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,120/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	110807	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:	7,120/-
Amount E – PO / WO value:	7,120/-
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	22 AUG 2022			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.: **2022-23/198** 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.: **90879 170069** 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	**Bombay Brooms**	9603	**300.0 Nos**	8.00	Nos	**2,400.00**
2	**Sponges**	3921	**500.0 Nos**	8.00	Nos	**4,000.00**
						6,400.00
	Output CGST @ 9%			*9*	%	**360.00**
	Output SGST @ 9%			*9*	%	**360.00**
	Total		**800.0 Nos**			**₹ 7,120.00**

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

INR Seven Thousand One Hundred Twenty Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
2,400.00	0%		0%		
4,000.00	9%	360.00	9%	360.00	720.00
Total: 6,400.00		**360.00**		**360.00**	**720.00**

Tax Amount (in words) : **INR Seven Hundred Twenty Only**

INWARD
Inward No: 8564 Dt: 18/8/22
MRN No: 110807 Dt: 18/8/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP INWARD No: 97972 Date: 19/8/22 Sign: R.R. DIST.

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

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

Customer's Seal and Signature

for AKSHAYA TRADERS

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 10-08-2022 12:55:37

90879
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 6-4-392/1, New Bholakpur, Secunderbad	**Doc No**	90879	170069
	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	4080 - Consumables - Bombay Brooms - Other - Nos	300.00	8.00	0.00	0.00	2,400.00
2	368900 - GENE-General Items - Sponges-- - 12pack - Nos	500.00	8.00	0.00	18.00	4,720.00
				Total Order Value . . .		**7,120.00**

Rupees : Seven Thousand One Hundred 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

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.	170069			
Material required before date:		ID No.	78754			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS6689-Consumables-Wiper----Nos	20	15	20		
2	GENE3689-General Items-Sponges---12pack-Nos 90879	500	157	500		
3	CONS6564-Consumables-Bombay Brooms Small----Nos	300	174	300		
4	CONS9752-Consumables-PVC Bucket----Nos	20	0	20		
5	CONS6615-Consumables-Cleaning Cloth----Nos	120	93	120		
6	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml	20	12	20		
7	CONS6493-Consumables-Mopping cloth----Nos 90859	120	0	120		
8	CONS9989-Consumables-Phinyl---1 Ltr-Nos	20	0	20		
9	CONS7361-Consumables-Scrubber----Nos	20	3	20		
10	CONS9748-Consumables-Detergent powder---500-Gms	60	1	60		
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