PURCHASE DIVISION

Advice for approval for credit to supplier

2

Date:	27/09/22	Prepared by	prabhakar	Serial no.	8744
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	20/9/22	PO/WO No.	92106	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	058	22/09	1100-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1100-00
Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112096 — 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:	1100-00
Amount E – PO / WO value:	1100-00
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	3/10
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		prabhakar			
Sign:		APPROVED [signature]			
Date		28 SEP 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR Sr. MANAGER PURCHASE	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 : , Code :	Invoice No. **2022-23/253**	Dated **22-Sep-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **SUMMIT SALES LLP** HYD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **92106 170184**	Dated **20-Sep-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Coconut Brooms**	9603	**100.0 Nos**	11.00	Nos	**1,100.00**
	Total		**100.0 Nos**			**₹ 1,100.00**

9246364148

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

INR One Thousand One Hundred Only

HSN/SAC	Taxable Value
9603	1,100.00
Total	**1,100.00**

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

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 MUSHEERABAD HYD

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 18742	Dt: 23/9/22
MRN No: 112096	Dt: 24/9/22
Received By:	Sign:
SUMMIT SALES LLP	

SUMMIT SALES LLP R.R. DIST.
INWARD No: 99560
Date: 26/9/22
Sign:

Purchase Order

 20-09-2022 12:15:27

92106
16.09.22 3:01:06

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**	92106	170184
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	20-09-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	12-09-2022	
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	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	100.00	11.00	0.00	0.00	1,100.00
	Total Order Value . . .					**1,100.00**

Rupees : One Thousand One Hundred Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 maintain 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

20/09/22

Name : ______

Contact - -

Accepted the above Terms And Conditions
For ***Akshaya Traders***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	12.09.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170184			
Material required before date:		ID No.	79724			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos 15 + 18 %	60	42	60		
2	CONS7227-Consumables-Air Freshner----Nos 70 + 18%	36	24	36		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos → 90 + 0%	50	63	50		
4	CONS9057-Consumables-Coconut Brooms----Nos 15 + 0 %	100	205	100		
5	CONS6639-Consumables-Handwash liquid----Nos 79 + 18%	48	20	48		
6	CONS9319-Consumables-Dust Pan-PVC---Nos 30 + 18 %	12	16	12		
7	CONS1624-Consumables-Keychain+rings----Nos	200	139	200		
8	CONS9752-Consumables-PVC Bucket----Nos 220 + 18 %	20	1	20		
9	CONS6615-Consumables-Cleaning Cloth----Nos yellow. 15 + 5 %	120	5	120		
10	CONS8187-Consumables-Mopping Sitck----Nos 100 + 18 %	20	30	20		
Remarks:	For Stock repleneshing purpose.					
	9204) Veerabadra Enterprises					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:				APPROVED BY 14 SEP 2022 SOHAM MODI MANAGING DIRECTOR		

7989596166
– Rajashekar.