PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Sneha	Serial no.	**9191**
Supplier name	Akshaya tradey			HO inward no.	
Firm/Company	SSUP	Project	SHUP	HO received date	
PO/WO date	29/9/22	PO/WO No.	92431	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/271	1/10/22	3,115.20/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,115.20/-
Proof of delivery by way of: [x] DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	112464	Proof of delivery matches MRN	[x] 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:	3,115.20/-
Amount E – PO / WO value:	3,115.20/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	[x] Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	[x] Yes ☐ No – wait for balance material ☐ Other
Payment – due date	17/10/22
Remarks:	– final bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha				
Sign:		APPROVED			
Date	11/10/22	11 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. 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 :	Invoice No. **2022-23/271** Dated **1-Oct-2022** Delivery Note Mode/Terms of Payment Supplier's Ref. Other Reference(s)
Buyer **SUMMIT SALES LLP** 5-4-187/3&4, IInd Floor, MG Road Secunderabad-500003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **92431 170245** Dated **29-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	**Iron Buckets**	7323	**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**

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

INR Three Thousand One Hundred Fifteen and Twenty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
7323	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**

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

A-

Authorised Signatory

AKSHAYA TRADERS HYDERABAD

This is a Computer Generated Invoice

INWARD
Inward No: 18798 Dt: 01/10/22
MRN No: 112464 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99989
Date: 6/10/22
Sign:

Purchase Order

 29-09-2022 15:11:53

92431
16.09.22 3:01:08

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	92431	170245
6-4-392/1, New Bholakpur, Secunderbad	Doc Date	29-09-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	Quote Date	29-09-2022	
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	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

Name : ______________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	28.09.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170245			
Material required before date:		ID No.	80168			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4510-General Items-GI Buckets----Nos 92431	24	36	24		
2	GENE2055-General Items-Safety belt 1/2 body----Nos	50	35	50		
3	GENE2337-General Items-Helmets Labour Female----Nos 92436	100	200	100		
4	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	119	200		
5	STAT3134-Stationary-Binder Clips ---25MM-Nos	48	23	48		
6	STAT2767-Stationary-Permanent Marker ---Black-Nos 50, Blue-50	100	4	100		
7	STAT5876-Stationary-Permanent Marker ---Red-Nos 50, Green 50	100	4	100		
8	STAT3692-Stationary-CD Marker----Nos Blue, Black Green	90	34	90		
9	STAT9799-Stationary-File folder-L----Nos	100	45	100		
10	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	450	200		
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.sneha					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR