PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Sneha	Serial no.	9190
Supplier name	Akshaya traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	29/9/22	PO/WO No.	92420	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/273	1/10/22	8,496/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8,496/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112463	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:	8,496/-
Amount E – PO / WO value:	8,496/-
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	17/10/22
Remarks: – final bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Bhaskar			
Sign:		APPROVED			
Date	11/10/22	11 OCT 2022			
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 : Telangana, Code : 36

Invoice No.	Dated
2022-23/273	**1-Oct-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
92420 170248	**29-Sep-2022**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
SUMMIT SALES LLP
5-4-187/3&4, IInd Floor, MG Road
Secunderabad-500003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**PVC GAMPAS(Big)**	5509	**60.0 Nos**	120.00	Nos	**7,200.00**
	Output CGST @ 9%			*9*	%	**648.00**
	Output SGST @ 9%			*9*	%	**648.00**
	Total		**60.0 Nos**			**₹ 8,496.00**

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

INR Eight Thousand Four Hundred Ninety Six Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
5509	7,200.00	9%	648.00	9%	648.00	1,296.00
Total	**7,200.00**		**648.00**		**648.00**	**1,296.00**

Tax Amount (in words) : **INR One Thousand Two Hundred Ninety Six 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

AKSHAYA TRADERS HYDERABAD

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 18797 Dt: 01/10/22
MRN No: 112463 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99991
Date: 6/10/22
Sign:

Purchase Order

 29-09-2022 14:21:54

92420
16.09.22 3:01:08

>py

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**	92420	170248
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	717300 - TOOL-Tools - Plastic Gampa -- - 425mm - Nos	60.00	120.00	0.00	18.00	8,496.00
					Total Order Value . . .	**8,496.00**

Rupees : Eight Thousand Four Hundred Ninty Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for Stock replanishing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/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 :	SSLP-SOV	Time:	12:00			
Supplier:		Req. No.	170248			
Material required before date:		ID No.	80163			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TOOL7320-Tools-Mesurment Tapes-Steel-Freemans- 5m-Nos 92421	20	5	20		
2	TOOL7173-Tools-Plastic Gampa ---425MM-Nos 92420	60	32	60		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ramya					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR