PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/10/22	Prepared by	prabhakar	Serial no.	9791
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP	HO received date	
PO/WO date	14/10/22	PO/WO No.	92955	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/293	17/10/22	13,440/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13,440/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112987 — 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:	13,440/-
Amount E – PO / WO value:	13,440/-
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	31/10/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		23 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. **2022-23/293**	Dated **17-Oct-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **92955 170275**	Dated **14-Oct-2022**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
SUMMIT SALES LLP
HYD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Sponges**		**1,000.0 Nos**	8.00	Nos	**8,000.00**
2	**Bombay Brooms**		**500.0 Nos**	8.00	Nos	**4,000.00**
						12,000.00
	Output CGST @ 9%			*9*	%	**720.00**
	Output SGST @ 9%			*9*	%	**720.00**
	Total		**1,500.0 Nos**			**₹ 13,440.00**

Amount Chargeable (in words)
E. & O.E
INR Thirteen Thousand Four Hundred Forty 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. [signature]
Authorised Signatory

AKSHAYA TRADERS HYDERABAD

This is a Computer Generated Invoice

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 160607
Date: 21/10/22
Sign:

INWARD
Inward No: 18870 Dt: 19/10/22
MRN No: 112987 Dt: 20/10/22
Received By: Sign:
SUMMIT SALES LLP

Purchase Order

15-10-2022 10:45:34

92955
11.10.22 11:08:40

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**	92955	170275
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	14-10-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	11-10-2022	
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	368900 - GENE-General Items - Sponges-- - 12pack - Nos	1,000.00	8.00	0.00	18.00	9,440.00
2	656400 - CONS-Consumables - Bombay Brooms Small-- - - - Nos	500.00	8.00	0.00	0.00	4,000.00
	Total Order Value . . .					**13,440.00**

Rupees : Thirteen Thousand Four Hundred Fourty 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 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

Name : ____________________

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP					
Site & Phase :	SHLLP	Date:	11.10.2022			
Supplier:		Time:	12:00			
Material required before date:		Req. No.	170275			
		ID No.	80570			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos 15 + 18 %	60	45	60		
2	CONS6596-Consumables-Bombay Brooms Big ----Nos 55 + 0%	50	41	50		
3	CONS9057-Consumables-Coconut Brooms----Nos 15+ 0%	100	146	100		
4	CONS6639-Consumables-Handwash liquid----Nos 70+ 18%	48	52	48		
5	CONS6689-Consumables-Wiper----Nos 90+ 18%	10	24	10		
6	GENE3689-General Items-Sponges---12pack-Nos 120 + 18% 92955	1000	0	1000		
7	CONS6564-Consumables-Bombay Brooms Small----Nos	500	59	500		
8	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml ~~100~~ 80 + 18%	48	2	48		
9	CONS6493-Consumables-Mopping cloth----Nos Chcks cloth 15 + 5%	120	0	120		
10	CONS8187-Consumables-Mopping Sitck----Nos 100 + 18%	20	0	20		
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.sneha					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
12 OCT 2022
SOHAM MODI
MANAGING DIRECTOR