PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31.10.20	Prepared by	S. Jaydudla	Serial no.	10081
Supplier name	AKSHAYA TRADERS			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	17-10-22	PO/WO No.	93030	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	308	22-10-22	16,520	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.			16,520	□ Yes □ No

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

MRN nos.:	113129	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:	16,520
Amount E – PO / WO value:	16,520
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	7-11-22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jaydudla				
Sign:	Judha	31 OCT 2022			
Date	31-10-22				
Approval limit	Upto 20k	Above 20k	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. **2022-23/308**	Dated **22-Oct-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **93030 120283**	Dated **17-Oct-2022**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
SUMMIT SALES LLP
5-4-1167,3 &4, IInd Floor, MG Road
Secunderabad-500063
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Carpentry Hardware Holdfast**	2105	**100 KGS**	85.00	KGS	**8,500.00**
2	**Bombay Nails 50mm**		**25.0 Nos**	110.00	Nos	**2,750.00**
3	**Bombay Nails 62.50 mm**		**25.0 Nos**	110.00	Nos	**2,750.00**
						14,000.00
	Output CGST @ 9%			*9*	%	**1,260.00**
	Output SGST @ 9%			*9*	%	**1,260.00**
	Total					**₹ 16,520.00**

Amount Chargeable (in words)
INR Sixteen Thousand Five Hundred Twenty Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
2105	8,500.00	9%	765.00	9%	765.00	1,530.00
	5,500.00	9%	495.00	9%	495.00	990.00
Total	**14,000.00**		**1,260.00**		**1,260.00**	**2,520.00**

Tax Amount (in words) : **INR Two Thousand Five Hundred Twenty Only**

SUMMIT SALES LLP
IN WARD
No: 100793
Date: 30/10/22
Sign:
R.R. DIST

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
HYDERABAD
Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No. 18892 Dt: 27/10/22
MRN No: 113129 Dt: 28/10/22
Received By:
Sign:
SUMMIT SALES LLP

Purchase Order

 21-10-2022 17:00:20

93030
18.10.22 2:23:35

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**	93030	170283
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	17-10-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	17-10-2022	
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	275200 - HARD-Hardware - Hold fast-- - 100mm - Kgs	100.00	85.00	0.00	18.00	10,030.00
2	486100 - HARD-Hardware - Bombay Nails -- - 50mm - Kgs	25.00	110.00	0.00	18.00	3,245.00
3	836800 - HARD-Hardware - Bombay Nails -- - 62.50mm - Kgs	25.00	110.00	0.00	18.00	3,245.00
					Total Order Value . . .	**16,520.00**

Rupees : Sixteen Thousand Five Hundred Twenty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________

Name : ____________

Date : __/__/____

Contact

Requisition Form						
Company Name:	SSLLP	Date:	10.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170283			
Material required before date:		ID No.	80453			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3480-Hardware-SS Screws -CSK Head--6x25MM-Pkts	10	0	10		
2	HARD4327-Hardware-SS Screws -Pan Head--6x32MM-Pkts	20	3	20		
3	HARD2802-Hardware-SS Screws-Pan Head--8x32MM-Pkts	20	10	20		
4	HARD3647-Hardware-SS Screws -Pan Head--8x38MM-Pkts PO: 93030	20	5	20		
5	HARD7096-Hardware-Wood screws -CSK--8x35MM-Pkts	30	0	30		
6	HARD2752-Hardware-Hold fast---100MM-Kgs 92998	100	150	100		
7	HARD4861-Hardware-Bombay Nails ---50MM-Kgs	25	0	25		
8	HARD8368-Hardware-Bombay Nails ---62.50MM-Kgs	25	14	25		
9	Sathya [illegible]					
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer 93030 93031	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
15 OCT 2022
P. PRABHAKAR
Sr. MANAGER-PURCHASE