PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14-11-22	Prepared by	S. JaySudha	Serial no.	10435
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	9-11-22	PO/WO No.	93788	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22-23/330	12-11-22	4,720/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,720/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 113751 — 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:	4,720/-
Amount E – PO / WO value:	4,720/-
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	21-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. JaySudha	APPROVED			
Sign:	Sudha	14 NOV 2022			
Date	14-11-22	MINISH PARIKH MANAGER PROCUREMENT			
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 : Telangana, Code : 36	Invoice No. **2022-23/330**	Dated **12-Nov-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. **93788 170369**	Dated **9-Nov-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	**Sponges**		**500.0 Nos**	8.00	Nos	**4,000.00**
	Output CGST @ 9%			9	%	**360.00**
	Output SGST @ 9%			9	%	**360.00**
	Total		**500.0 Nos**			**₹ 4,720.00**

INWARD
Inward No. 8978 Dt: 12/11/22
MRN No: 113751 Dt: 13/11/22
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words)

E. & O.E

INR Four Thousand Seven Hundred Twenty 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

SUMMIT SALES LLP
IN WARD
No: 101340
Date: 13/11/24
Sign:
R.R. DIST.

Purchase Order

　09-11-2022 17:12:56

93788
01.11.22 2:56:54

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**	93788	170369
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	09-11-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	07-11-2022	
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	500.00	8.00	0.00	18.00	4,720.00
					Total Order Value . . .	**4,720.00**

Rupees : Four Thousand Seven Hundred 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 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 : 10/11/22

Name : ____________

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

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	07.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170369			
Material required before date:		ID No.	81349			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	120	41	120		
2	CONS7227-Consumables-Air Freshner----Nos	24		24		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	30	50		
4	CONS6689-Consumables-Wiper----Nos	10	22	10		
5	GENE3689-General Items-Sponges---12pack-Nos	500	550	1000		
6	CONS6564-Consumables-Bombay Brooms Small----Nos	300	400	300		
7	CONS6394-Consumables-Toilet cleaner--Harpic-500ml-Nos	24	2	24		
8	CONS1056-Consumables-Mopping stick holder----Nos Pending.	30	1	30		
9	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	48	11	48		
10	CONS6703-Consumables-Colin 500 ml----Nos	24	8	24		
Remarks:	For stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

PO 93787
PO 93788.

APPROVED BY
09 NOV 2022
SOHAM MODI
MANAGING DIRECTOR