PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/11/22	Prepared by	Minish	Serial no.	10983
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP.	HO received date	
PO/WO date	23/11/22	PO/WO No.	94282	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/350	24/11/22	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.: 114425 — 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	05/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED 30 NOV 2022 MINISH PARIKH MANAGER PROCUREMENT

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. **2022-23/350**	Dated **24-Nov-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **94282 170457**	Dated **18-Nov-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**		**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**

Amount Chargeable (in words)
INR Four Thousand Seven Hundred Twenty Only

E. & O.E

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

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No. 19037 Dt: 25/11/22
MRN No: 14425 Dt: 29/11/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No. 102025
Date 29/11/22
Sign:
R.R. DIST.

Purchase Order

 23-11-2022 15:47:00

94282
16.11.22 3:08:33

m 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**	94282	170457
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	23-11-2022	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	18-11-2022	
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 : 24/11/22

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

Name : ____________

Date : __/__/____

...isition Form							
Company Name:	SSLLP						
Site & Phase :	SSLLP-SOV SHLLP	Date:	18.11.2022				
Unit No./Block No.		Time:					
Supplier:							
Material required before date:		Req. No.	170457				
S No	Item	ID No.	81794				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS7227-Consumables-Air Freshner----Nos	24	15	24			
2	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	45	50			
3	CONS9057-Consumables-Coconut Brooms----Nos	100	181	100			
4	CONS6639-Consumables-Handwash ~~liquid~~----Nos	48	22	48			
5	CONS9319-Consumables-Dust Pan-PVC---Nos	12	28	12			
6	GENE3689-General Items-Sponges---12pack-Nos	500	12	500			
7	CONS9752-Consumables-PVC Bucket----Nos	24	0	24			
8	CONS6615-Consumables-Cleaning Cloth----Nos yellow	120	72	120			
9	CONS6493-Consumables-Mopping cloth----Nos	120	79	120			
10	CONS1056-Consumables-Mopping stick holder----Nos	20	8	20			
Remarks:	For Stock Replenishing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Vanajakshi						
Approved By:	Minish						
Sign & Date:							

200 - 94281

200 - 94282

APPROVED BY
21 NOV ...
SOHAM MODI
MANAGING DIRECTOR