PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	30/11/22	Prepared by	Minish	Serial no.	10973
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSCCP	Project	SHCCP	HO received date	
PO/WO date	23/11/22	PO/WO No.	94290	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/349	24/11/22	12,790/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,790/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	114423	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:	12,790/-
Amount E – PO / WO value:	12,790/-
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:		APPROVED 30 NOV 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date					
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. **2022-23/349**	Dated **24-Nov-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **SUMMIT SALES LLP** HYD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **94290 170460**	Dated **18-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	**Gova Rope**		**40.0 Nos**	150.00	Nos	**6,000.00**
2	**HACKSAW BLADE DOUBLE**		**300.0 Nos**	10.00	Nos	**3,000.00**
3	**Spades with Handles**		**20.0 Nos**	125.00	Nos	**2,500.00**
						11,500.00
	Output CGST @ 2.5 %			*2.50*	%	**150.00**
	Output SGST @ 2.5%			*2.50*	%	**150.00**
	Output CGST @ 9%			*9*	%	**495.00**
	Output SGST @ 9%			*9*	%	**495.00**
	Total		**360.0 Nos**			**₹ 12,790.00**

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

INR Twelve Thousand Seven Hundred Ninety 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. 19036 Dt: 25/11/22
MRN No: 114423 Dt: 28/11/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 102026
Date: 29/11/22
Sign:

Purchase Order

23-11-2022 15:47:00

94290
16.11.22 3:08:33

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**	94290	170460
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	764600 - GENE-General Items - Gova Rope-- - - - Bundles	40.00	150.00	0.00	5.00	6,300.00
2	641800 - HARD-Hardware - Hacksaw blade Double-- - - - Boxes	300.00	10.00	0.00	18.00	3,540.00
3	214600 - TOOL-Tools - Spade with handle-- - - - Nos	20.00	125.00	0.00	18.00	2,950.00
				Total Order Value . . .		**12,790.00**

Rupees : Twelve Thousand Seven Hundred Ninty 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 repleneshing 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 : __/__/____

uisition Form

pany Name:	SSLLP					
& Phase :	~~SSLLP-SOV~~ SHLLP					
No./Block No.		Date:	18.11.2022			
plier:		Time:				
al required date:						
	Item	Req. No.	170460			
		ID No.	81797			
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
	BUIL3224-Building Material-Spacers all in one-RCC----Nos	5000	10000	5000		
	GENE7646-General Items-Gova Rope----Bundles	40	4	40		
	GENE6299-General Items-Plastic Blue Sheet---3600Wx5400LMM-Sqm	4320	0	4320		
	TOOL2146-Tools-Spade with handle----Nos	20	25	20		
	HARD6418-Hardware-Hacksaw blade Double----Boxes	300	150	300		
marks:	For Stock Replenishing purpose					
	Engineer					
pared By:	Vanajakshi					
proved By:	Minish	Project Manager		Purchase		MD
n & Date:						

PO 8-94289

PO 8 94290.

APPROVED BY

21 NOV

SOHAM MODI
MANAGING DIRECTOR